

Navajo County Community College District Governing Board Meeting Minutes

December 16, 2014 – 10:00 a.m.
Painted Desert Campus, Tiponi Community Center
2251 East Navajo Boulevard, Holbrook, Arizona

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

Abesent: Mr. Frank Lucero

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

Others Present: Stuart Bishop, Larry Hildebrand, Everett Robinson, Ann Hess, Che Shockey, Maderia Ellison, Trudy Bender, Corey Huffman, Kelley Harvey-Brannon, Josh Rogers, Rebecca Hunt, Jeremy Raisor, Carrie Jordan, Barbara Akins, Cindy Hildebrand, Gary Mack, John Spadaccini, Bill Fee, Jeff Hill, Ray Alley, Bobby Tyler, Tiffany Martin, Rickey Jackson, Mary Springer, Lynnda Cahoon, Betsyann Wilson, Terrie Shevat, Ryan Rademacher, Eleanore Hempsey, Sharon Hokanson, Margaret White, Beulah Bob-Pennypacker, Paul Hempsey, Claude Endfield, Michelle Pansulla, Bill Jeffers, JoAnn Barnes-Slocum, Loyelin Aceves, Tamara Martin, Matt Weber, Daphne Brimhall, Terry Ison.

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 summarized the Financial Position report to the Board covering through end of October.

4.B. Human Resources – Director Sharon Hokanson

Director Sharon Hokanson reviewed the Human Resources report with the Board.



4.C. NPC CASO

Margaret White addressed the Board and presented them each a gift bag of fruit. She stated CASO's last meeting of the year will be this Friday December 19th. Margaret White stated that this last semester of working in conjunction with the Faculty Association has been exceptional, and that she hopes the partnership will continue into the future. Two staff members were awarded money for textbook reimbursement through the CASO scholarship, totaling \$306.33. And lastly, the CASO Retreat will follow convocation on January 5.

4.D. Faculty Association

Gary Mack addressed the Board and stated that after faculty received the memo from the President about proposed changes to Silver Creek Campus, there has been a lot of negative sentiment generated, and feels that after the first read today, there may be more to say on the topic.

4.E. NPC Student Government Association

Che Shockey, president of SGA, stated she and other SGA members attended the ASGA Leadership Conference in Los Angeles, and while there they attended workshops focused around leadership and was able to take some ideas from other SGAs.

Tiffany Martin, vice president of SGA, stated she also attended the convention, and came away with some ideas such as utilizing an SGA Facebook page, making sure the SGA calendar is in sync with other organizations, developing carpools to local events, and have SGA help assist with local homecomings. She hopes SGA will implement some of these ideas next semester. Mr. Winslow stated that the SGA is definitely in good hands this year.

4.F. NPC Friends and Family – Betsyann Wilson

Director Betsyann Wilson addressed the Board and stated NPC Friends and Family is working on Board membership and two main events, Pedal the Petrified and the Pro Am golf tournament. NPC Friends and Family has awarded just under \$5,000 to students this year. Frontier Communications is sponsoring the Pro Am, and received a pledge of \$5,000 from Summit Healthcare as well. The United Way fundraising the College recently participated in raised over \$3,000 for NPC Friends and Family scholarships; Director Wilson thanked the College for their support.

Agenda Item 5: Consent Agenda

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Mr. Matteson made a motion to approve the consent agenda. Mr. Winslow seconded.

The vote was unanimous in the affirmative.

Agenda Item 6: Old Business

6.A. None

Agenda Item 7: New Business

7.A. Outstanding Alumnus Award – Tracy Ison, ECD

Jeremy Raisor, Director of Enrollment Services presented to Tracy Ison the Outstanding Alumnus Award.



7.B. Request to Accept STEM Grant

Vice President Vest stated the National Science Foundation Grant was received in each rural district to help build capacity. Staff is requesting that the Board accept the grant. Mr. Winslow asked for a summary of benefits from the grant. Vice President Vest stated that Navajo and Apache Superintendent of Schools want to create a tighter linkage between Kids College and the regional science fair. The county's science fair is struggling for funding so this grant will help expand the program. A tuition waiver will be offered to give K-12 students who participate in the science fair the opportunity to participate in both a math and science camp at NPC's Kids College. There are hopes that these opportunities will help bolster enrollment at all locations, and also help enhance participation in the local science fair. It will also buy math and science kits to be used in the Kids College courses.

Mr. Matteson made a motion to accept the STEM grant. Mr. Peaches seconded the motion. The vote was unanimous in the affirmative.

7.C. Request to Approve CISCO Smartnet Renewal

Director Eric Bishop addressed the Board and stated the maintenance agreement for existing networking equipment is up for renewal. The renewal is for one year, in the amount of \$60,096 plus taxes. Staff is recommending approval through CDWG as in prior years. This agreement covers switches, routers, and components for distance learning infrastructure. It is quoted through a purchasing vehicle, National IPA Technology Solutions. This supports goals 3.2.1, and 2.3.2 of the current strategic plan.

Mr. Matteson made a motion to approve the CISCO Smartnet Renewal with CDWG in the amount of \$60,096 plus tax. Mr. Winslow seconded the motion. The vote was unanimous in the affirmative.

7.D. Request to Approve DES Data Sharing Agreement

Director Leslie Wasson stated the College receives grant money from the Perkins Grant Program that supports student programming. One requirement of that grant is to report back to the federal organization the educational and employment outcomes of those students specifically covered by grant support. The College has been getting employment information from the State Department of Economic Security. The Federal Department of Labor has recently indicated that DES is not to share that information. This was problematic for State colleges due to reporting requirements from one federal agency but were denied information by another federal agency that was necessary to report. The College now needs to provide more assurance about our security processes, and the institution's board chair acts as signatory for the data sharing agreement so that the data is only used in a particular fashion.

Mr. Matteson asked if federal agencies have spoken with one another on this issue. Director Wasson stated it's taken two years for resolution of this problem. All state community colleges have had similar issues. ADOE has been supportive and has helped the colleges report what data they could, and helped provide some workarounds. This agreement should let the College proceed with data sharing.



Mr. Winslow stated past auditor general reports have indicated some need for tightening of College information technology access, and asked Director Bishop to speak to changes in College security. Director Bishop stated the auditor's findings with IT issues will have no findings when presented next month. There will be some additional security measures and security controls related to business processes that will be coming through the Auditor General's Office in the future. Mr. Winslow asked if NPC employees will have access to raw data. Director Wasson stated the person who is the key holder for that data is the only one who really has access to it, and that will be the IE analyst. Information is scrubbed by IE when it is received.

Chair Handorf asked if the second item on the agreement is an average. Director Wasson stated that initially the data is de-identified, names, social security numbers, and IDs are removed, and then all the data is compiled in one data set so that it's not possible to identify any one individual by their data. Chair Handorf clarified that the chair signs the request, binding the College to the agreement, that her signature does not imply her oversight over this process. Director Wasson stated she'd be happy to report to the Board on a regular basis about the redaction of shared data. Mr. Matteson stated the chair's signature binds both the College and the Board as well.

*Mr. Matteson made a motion to approve signature by the Chair for the DES Data Sharing Agreement. Mr. Peaches seconded the motion. **The vote was unanimous in the affirmative.***

7.E. Request to Approve Budget Guidelines and Assumptions

Vice President Hatch stated the College is in year two of the 2014-2017 Strategic Plan adopted a year ago and included the strategic plan in the packet for review. Faculty and CASO presented a joint salary recommendation to the Employee Relations Committee and sent is now in College Council for wages and salary.

Mr. Matteson stated he did not see any significant changes in the strategic plan as adopted last year. Vice President Hatch stated there have been no changes.

Proposed Budget Assumptions and Guidelines were reviewed by Vice President Hatch to the Board.

Mr. Matteson asked if the College's tuition is still next to lowest in Arizona. Vice President Hatch stated because EAC caps their tuition at 12 credits, for a full-time student about 60% of the time, NPC is lower than EAC.

Mr. Winslow asked Vice President Hatch if there's ever been a need to emergency re-budget, based on State funding short falls. Vice President Hatch stated there's never been a need to adjust the budget due to short falls. The College financial policies are in place so there's no need to react to changes that occurs in funding. Vice President Hatch stated he is confident in the budget with regular review and discussion that allows for adjustments to be made as needed.

Mr. Winslow stated a revenue shortfall could be covered by cash reserves and then adjustments made down the line. Vice President Hatch stated that in that case the College could begin to



make adjustments much quicker than a normal budget cycle would call for but it does give time to think through the process and make adjustments. It is critical that our students know that the College can provide the services it says it will, and to be able to give ample notice when services need to be discontinued.

*Mr. Matteson made a motion to approve the Budget Guidelines and Assumptions as presented. Mr. Winslow seconded the motion. **The vote was unanimous in the affirmative.***

7.F. First Read: Proposed Changes to Silver Creek Campus

President Swarthout stated staff is proposing possible changes to Silver Creek Campus. Administration did meet with staff and others a little over a week ago to outline what would be proposed to the Board. An email to the College was also sent out which outlined the same information. Suggested changes are to convert Silver Creek Campus to a center model with an administrative function. This would eliminate most standalone courses, and all distance education options would remain open at SCC. In terms of face-to-face classroom presence, two classes of Allied Health programs would remain, all performing arts including introduction of the new film program. The computer room would remain for public and student access.

Current in person classes that would be moved out of SCC have very limited enrollment at the moment. Fall enrollment for the classes in two business classes with a total of 7 students, college algebra has 11, and English 101 has 18 students. Looking at student zip codes, right now at SCC approximately 36% of students in Snowflake are already taking coursework in Show Low. Overall enrollment at Silver Creek Campus does include enrollment at NATC, NAVIT, and dual enrollment, none of which would be affected by these changes.

The center concept would eliminate the library and move faculty to other locations to create more room. The model classrooms and distance classrooms would remain and TLC students could continue their coursework. Administration is gathering information on the best way to manage registration and advising at the location. The proposal to move most administrators to SCC to create space at other campuses has caused some consternation from the public and from the College. Moving administrators will create much needed space at some campuses but also allows administrators to work in a more synergistic manner and gets some administrators off the road with less traveling during college business hours. Anticipated savings with staffing alone figured in, is around a quarter of a million dollars.

Concerns exist from within the College that process was not used, i.e. that administration did not discuss with the College to get recommendations or comments to move forward. President Swarthout stated she acknowledges this but these types of changes were made in the past without comments because the budget requires changes to be made.

Administration is open to ideas on ways in which to make the process better, and some very good suggestions have already come in that will improve thinking about this transition should it go forward.



The expenditure limitation is the driver of these proposed changes. The College needs to get its cost structure down, particularly in the area of personnel. In addition to the expenditure limit, yesterday the College received word that the Title III application came back and due to decreasing enrollment but continuing cost structure, NPC's cost per student may put the College out of eligibility for a waiver of the Title III match requirement in the near future. This is a big concern as the College receives quite a bit of Title III money, about a half a million a year under the current grant.

Mr. Matteson asked for the total number of on-site students that would be impacted. President Swarthout stated as of this semester a total of 36, and other than the English course, the other on site classes would become available in a distance learning format or online. 18 English 101 students would have to be accommodated elsewhere. President Swarthout stated that there are standalone English classes at all locations, and a standalone English class would be considered. A good number of students are already commuting to WMC which is less than 20 miles from SCC.

Mr. Winslow stated it would be helpful in evaluating the proposal to have a reader-friendly document that would layout the impact of the proposal, and covers what will remain the same in terms of facilities, staff & faculty and programing, and enhanced access to distance learning, and then what will no longer be there in regards to programming, staff, faculty, and facilities. Lastly, what will be new and added, as well as additional information on possible impact on the capital budget. In addition, information on the timing of capital improvements would be helpful, along with impact on other locations. All of this information would make it easier to see what the College is hoping to achieve.

President Swarthout stated that two aspects of the proposed change that can be looked at separately are the center concept and the change in administrator location. Mr. Matteson stated that he would like to see the remodeling ideas and facility use.

President Swarthout stated the second read of this proposal will come to the Board in January, for potential action in February, if acceptable to the Board.

Mr. Winslow asked President Swarthout to speak on the public entity interested in some of the potentially vacated space. President Swarthout stated the entity is an important County entity that has been trying to find a location to serve the Snowflake-Taylor community for a couple of years and has not found an adequate place. No arrangements have been discussed at all.

Mr. Matteson asked if the library at SCC would be eliminated in the current proposal. President Swarthout stated the heaviest usage of the library is community use of computer resources than anything, and if a computer lab available that will help the community adjust to not having the library there.

Call for Public Comment:



Larry Hildebrand, Mayor Jeff Hill from City of Holbrook, Bobby Tyler from Holbrook City Council, Lynnda Cahoon, Margaret White, Bill Jeffers, Ray Alley from City of Holbrook, and Trudy Bender all addressed the Board with concerns about changes at both Silver Creek Campus and Painted Desert Campus.

Mr. Winslow stated the price of dissent is an alternative.

President Swarthout stated that the Four Seasons bus line does run from Show Low to Holbrook with regular stops. There is a meeting Thursday with the community of Winslow to look at possible ways to connect both to the Holbrook bus line, and also to get their community members to Flagstaff.

*Mr. Matteson made a motion to have a second reading on the SCC Reinvention Concept at the January meeting. Mr. Winslow seconded the motion. **The vote was unanimous in the affirmative.***

Agenda Item 8: Standing Business

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

Vice President Vest stated that at the January convocation, per the 18 month planning cycle that was adopted this summer, the new strategic planning process will kick off by soliciting information from members of the College on a range of topics. Chair Handorf asked where the convocation was held. Vice President Vest stated it is held at the Performing Arts Center at the Silver Creek Campus.

8.B. President's Report – President Swarthout

Governance Institute for Student Success by ACCT has a date, and all presidents and board members are invited at April 10 and April 11 at Gateway Community College in the Maricopa system. More information will be forthcoming. President Swarthout stated she received a letter from the Northeastern Arizona Restaurant Association thanking NPC and the SBDC for our help in forming a restaurant association in Navajo County.

8.C. Agenda Items/Informational Needs

Mr. Matteson suggested that he has had requests that the College TNT hearings be held in the evening so that people can attend. Mr. Winslow stated that IT employees are often complimented and praised for having smart brains, but he witnessed Director Eric Bishop at the outreach meetings, and he noted that there are not many IT directors who obtains direct feedback from students. He stated he appreciates Eric's heart for the students. President Swarthout stated that Director Bishop has brought a level of communication to the College that had not been there.

Agenda Item 9: Board Report/Summary of Current Event

None.

Agenda Item 10: Announcement of Next Regular Meeting: January 20, 2014

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Northland Pioneer College

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Agenda Item 11: Adjournment

The meeting was adjourned at 12:15p.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

