

Navajo County Community College District Governing Board Meeting Minutes

May 17, 2016 – 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.

Staff Present: President Jeanne Swarhout; Interim Vice President Maderia Ellison; Vice President Mark Vest; Director PJ Way; Recording Secretary to the Board Paul Hempsey.

Others Present: Kim Reed; Betsyann Wilson; Rebecca Hunt; Amber Hill; Stuart Bishop; Everett Robinson; Ann Hess; Kelley Harvey-Brannon; Bill Fee; Donna Soseman; Peggy Belknap; Rickey Jackson; Josh Rogers; John Spadaccini; Linda Kor; Ed Gentry; Brad Farber; Wayne Reeves; Martha Brooks; Jay Williams; Dorothy Williams; Ken Wilk; Jorge Meza; Margaret White; Jeremy Raisor; Gail Campbell; Mary Springer; Antonio Soto; Jessica Jackson; Timothy Hackett; Deven Endfield.

Agenda Item 1: Call to Order and Pledge of Allegiance

Chair Handorf called the meeting to order at 11:53 a.m.

Agenda Item 2: Adoption of Agenda

*Mr. Matteson moved to adopt the agenda as presented. Mr. Lucero 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 – Interim Vice President Ellison

Interim Vice President Ellison addressed the Board and reviewed the Financial Position report.

Mr. Winslow commented that, in the future at this time of year, it would be useful to have an estimate of how much under budget we may come in for the current fiscal year and asked if there was an estimate available this year in the Unrestricted Plant Fund. Interim Vice President Ellison responded that the largest component in expenditures from this fund is I.S. and that purchases are in place for this fiscal year. The best estimate at the moment would see expenditures of approximately \$4.5 million, therefore under budget by \$545,500.00, but the college continued to evaluate redeploying funds to other divisions that may be able to utilize it on lower prioritized items already in the Capital Budget plan.



4.B. NPC Friends and Family – Director Wilson

Director Wilson addressed the Board and stated the Golf Tournament raised \$12,162.00 for student scholarships thanking Board Member Matteson and Foundation President Bishop for their support. Director Wilson attended the AZ Community College Foundation Directors meeting at Central Arizona College campuses, learning a lot from the experience, and now intends to attend a conference on Planned Giving with Foundation President Bishop. Friends and Family received the \$5000 bonus check from Arizona Gives Day.

Chair Handorf asked for comment on the recent article in AAA High Roads magazine. Director Wilson reported that Pedal the Petrified registration reached capacity and that was partly due to the article in AAA High Roads magazine, written by Jackie Dishner, as registrations increased significantly after it was published.

4.C. Human Resources

Written Report.

4.D. NPC CASO

Written Report.

4.E. Faculty Association

Written Report.

4.F. NPC Student Government Association

No Report

Agenda Item 5: Consent Agenda

- A. **April 12, 2016 Regular Board Minutes;**
- B. **April 12, 2016 Executive Session Minutes**
- C. **May 3, 2016 Teleconference Minutes**
- D. **May 3, 2016 Executive Session Minutes**
- E. **Dual Enrollment Intergovernmental Agreements** between Navajo County Community College District and St. Johns USD; Red Mesa USD.

*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

6.A. Request to Approve Change of Providers

Director Way addressed the Board and reviewed the request to Approve Change of Providers noting that the change offered a significant monetary saving.

*Mr. Matteson made a motion to approve the Change of Providers. Mr. Lucero seconded. **The vote was unanimous in the affirmative.***



Agenda Item 7: New Business

7.A. IBest Project Progress Report

Vice President Vest addressed the Board and introduced Ken Wilk, Faculty in Construction, Rickey Jackson, Associate Dean of Education and Career and College Preparation, Gail Campbell, Data Analyst, who played a big role in the application and tracking of the project, as well as Jorge Meza, Faculty in Construction for the IBest project.

Ken Wilk addressed the Board and thanked them for the phenomenal support they provide. He introduced the students from the project that were present and reviewed the concept and achievements of the project. Mr. Wilk made special mention of Mr. Antonio Soto who placed second in state at Skills USA Carpentry Construction.

Mr. Winslow commented that he saw the \$40,000 line item in the budget for learning materials, which were all the resources used to build the house. He was particularly pleased with this project as the house will be sold to an eligible family with limited income. Mr. Winslow asked if a family was already lined up and if the project was sustainable so that another house could be started before the sale. Associate Dean Jackson responded that the college was reviewing advice from different entities, such as Habitat for Humanity, on the sale of the house but no family had been lined up yet. They would have a meeting today to discuss the future of the IBest Program and what would be the next program so could report back in the future.

Students Antonio Soto and Deven Endfield commented that it was a great program and they have been enjoying it and thanked the college for hosting the project.

Mr. Winslow asked how progress was going with connections to potential employers for the students. Ken Wilk mentioned a positive phone call today with the Central Arizona Homeowners Association who is seeking construction graduates and he has invited them to the Construction Advisory Council meeting at NPC conference this week and would be happy to provide an update at a later date.

7.B. Request to Approve Faculty Sabbatical

President Swarthout addressed the Board and reviewed the request to Approve Faculty Sabbatical noting that staff recommends approval.

Mr. Matteson asked which area Mr. Chapin teaches in. President Swarthout responded that Mr. Chapin teaches in Computer Information Systems.

Mr. Matteson made a motion to approve the Sabbatical Request for John Chapin as presented. Mr. Lucero seconded. The vote was unanimous in the affirmative.



7.C. Strategic Priority Possibilities

President Swarthout reviewed potential Strategic Priorities for 2017–2018 with the Board.

Mr. Winslow asked what the timetable was for the Board to comment on Strategic Priorities as this is not an action item. Vice President Vest responded that action was not necessarily required. The Strategic Planning and Accreditation Steering Committee (SPASC) would like to fold in suggestions from the Board each year.

Mr. Matteson commented that succession planning was part of the Executive Team’s job and a normal business process also suggesting that Incorporating Green Energy Curriculum was already in process. Vice President Vest commented that there are a number of items on the list that the college is already working on but some feel we need to emphasize more.

Mr. Matteson commented that a lot of the classes for seniors happen during the summer but seniors live here year round. President Swarthout commented that summer was a good start point to build a program before expanding in the future.

Mr. Winslow commented that he spoke with Stuart Bishop, before the meeting, and is a proponent of photographs and videos showcasing the college and would like to see the use of 5-10 minute video clips as a powerful way of telling the NPC story, utilizing the skills of Mark Ford. Ann Hess commented that the Marketing department is already working with Mark Ford on a related project.

7.D. Initiate President’s Evaluation Process – NPC Procedure 2045

President Swarthout reviewed Procedure 2045, involving the President’s Evaluation Process, noting that this is a 360 year where the entire college participates.

Chair Handorf offered her permission to provide her Post Office box as a way for employees to send their evaluations.

7.E. Request to Approve Ready Navajo County IGA

President Swarthout reviewed the request to Approve Ready Navajo County IGA noting that staff recommends approval.

Mr. Matteson asked Mary Springer for a brief review of the project. Mary Springer addressed the Board and stated the county had received money through the Emergency Management Performance grant as well as the Health District for a Public Information and Warning System noting the best way to reach county employees was now via their cell phones or email. The county was approached by Stuart Bishop with this really great idea and opportunity to form a partnership and thanked the college for being the pioneer for this agreement.

Mr. Matteson made a motion to approve the Ready Navajo County IGA as presented. Mr. Lucero seconded. 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 reported that SPASC is beginning a review of the digital compliance documents for the Higher Learning Commission (HLC) visit which is only three years away. President Swarthout has been spearheading the project while the search for an Institutional Effectiveness Director continues. President Swarthout commented that the college is in good shape and has a real advantage on writing the document through the work she completes for the HLC as a Peer Reviewer.

Mr. Winslow asked what the process for the HLC to evaluate how the Quality Initiative is progressing and if there is a role for the Governing Board in the oversight of the initiative. President Swarthout responded that the roll of the Board with the HLC has narrowed with the new process. Board documents, such as minutes, will be important and she would like to have Board members attend next year's HLC Annual meeting. Vice President Vest commented that, by joining the HLC Academy on Persistence and Completion, a lot more work was placed on the PASS Team at the front end but make the compliance issue on the back end much easier. The PASS team has regular contact with HLC Academy Team Leads who provide a lot of feedback. President Swarthout commented that there will be an end report by the HLC but they don't hand out grades.

Mr. Winslow asked if the college had a Director of Institutional Effectiveness, would that individual be playing a significant role in this process. Vice President Vest responded that they would.

8.B. President's Report

President Swarthout commented that she hoped to arrange a meeting between the new President at Coconino, the Mohave President and herself to address cooperation along the I40 corridor. Recording Secretary to the Board will take on responsibility as the Administrative Assistant to the Chair of the Arizona Community College Coordinating Council requiring regular travel around Arizona.

The Arizona Women in Higher Education (AWHE) conference will be held at the beginning of June and many staff members will be attending. Interim Vice President Ellison is the college's coordinator to keep us heavily involved in the organization.

8.C. Agenda Items/Informational Needs

Chair Handorf mentioned an estimate of how much under budget the college may come in at this time of year in the future. An IBest update every few months.

Chair Handorf commented that she had received email from the Higher Learning Commission on partnerships between K12 and Community Colleges which she would like to send out to everyone.

Mr. Matteson asked for a quarterly report on successes at NATC.

Mr. Winslow requested a report on Utilization of Scholarships.

Mr. Lucero requested information on what the other community colleges received in property tax revenues as a dollar amount.



Agenda Item 9: Board Report/Summary of Current Event

Agenda Item 10: Announcement of Next Regular Meeting: Regular District Governing Board meeting on Tuesday, June 21, 2016.

Agenda Item 11: Adjournment

The meeting was adjourned at 12:57 p.m. upon a motion by Mr. Matteson, a second by Mr. Winslow, and a unanimous affirmative vote.

Respectfully submitted,



Paul Hempsey
Recording Secretary to the Board

APPROVED

