

# Navajo County Community College District Governing Board Meeting Minutes

May 19, 2015 – 10:00 a.m.  
Painted Desert Campus, Tiponi Community Center  
2251 East Navajo Boulevard, Holbrook, Arizona

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**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:** Stuart Bishop, Tamara Martin, Ann Hess, Maderia Ellison, Josh Rogers, Everett Robinson, Linda Kor, Sharon Hokanson, Shawntel Skousen, Jeremy Raisor, Judy McFarland, Peggy Belknap, Beulah Bob-Pennypacker, Margaret White, Gus Lundberg, Dave Smith, Brad Farber

## **Agenda Item 1: Call to Order and Pledge of Allegiance**

Chair Handorf called the meeting to order at 11:46 a.m. Mr. Matteson led the Pledge of Allegiance.

## **Agenda Item 2: Adoption of Agenda**

*Mr. Matteson moved to adopt the agenda as presented. Mr. Winslow 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.

Mr. Winslow asked if the College is running the book store at a loss.

Vice President Hatch stated the auxiliary fund does include the bookstore, and does consist of major auxiliary activity. All other activities in the auxiliary fund include community education courses and career and industry training courses. The College has been very successful in career and industry training activities but are not at a breaking even point in any of these activities.

### **4.B. Human Resources – Sharon Hokanson**

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



#### **4.C. NPC CASO**

Margaret White, co-chair of CASO, addressed the Board and stated that commencement support staff is 99% CASO personnel. Margaret White handed out a form for fundraising for the CASO Scholarship Fund, and announced an E-waste recycling event. Also, Navajo County Drug Project is raising funds for substance abuse for any and all old shoes, and donation boxes for this will be at St. Mary's Church, White Mountain Youth Center, Show Low library, and the chambers of commerce offices, as well as at SCC and PDC.

#### **4.D. Faculty Association**

None.

#### **4.E. NPC Student Government Association**

None.

#### **4.F. NPC Friends and Family – Betsyann Wilson**

Betsyann Wilson addressed the Board and stated that since last meeting she has met with the NPC Friends and Family board and the goal of having representation from every campus location community has been met. Treasurer is Bonnie Adams, Secretary is Jerri Qualls, Vice President Mary Coury, and the President is Eric Bishop. At this last meeting the goals for the upcoming year were set, as well as discussion about finding new and creative ways to raise scholarship money. There is currently \$209,000 in the general fund. The long term goal was to build \$1 million endowment fund, grant writing, and planned giving.

Last year Friends and Family offered the Leg Up and Fill the Gap grants, each at \$500. There were over 29 applicants last year. Due to the success of Arizona gives day, the board approved over \$24,000 in grants and the Leg Up and Fill the Gap is offered at every campus and center. There will also be a \$250 fund at each campus and center for GED students.

Friends and Family have withdrawn from the PGA Pro Am as there were no guarantees to get a return for expenses on the tournament. The donation received from Frontier Communications for \$5,000 was given to student scholarships. The nursing grant funded by Summit Healthcare Foundation closed on Friday. Pedal the Petrified has over 70 riders. The Welding Department had their completer ceremony and there were prospective employers in the audience. These employers gave \$850 for two welding student scholarships. Construction projects made by students, such as dog houses, planters, and a playhouse, all go to fund construction scholarships. Opening night proceeds for the June 27 premiere of *Lucy in the Sky* will be for scholarships.

#### **Agenda Item 5: Consent Agenda**

- A. April 14, 2015 Regular Board Minutes
- B. Intergovernmental Agreement with Window Rock Unified School District

*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. Request to Approve Pay Off of the Town of Taylor's Greater Arizona Development Authority (GADA) Loan Balance of (NATC) the Northeast Arizona Training Center (Revised)**

Vice President Hatch apologized for the error in payoff amount that was presented at the last meeting. The payoff approved by the Board at the April meeting was \$302,150. The actual payoff amount is \$327,675. All other information presented at that was correct. Staff still recommends approval of the Town of Taylor's Greater Arizona Development Authority loan, with a pay off balance of \$327,675, resulting in a \$22,647 savings.

*Mr. Matteson made a motion to approve the payoff of the Town of Taylor's Greater Arizona Development Authority loan in the amount of \$327,675 replacing prior action made by the Board. Mr. Winslow seconded. Motion passed with a majority vote.*

## **Agenda Item 7: New Business**

### **7.A. Emeritus Status – Kim Crossland**

*Mr. Winslow made a motion to approve emeritus status for Kim Crossland. Mr. Matteson seconded. Motion passed unanimously.*

Vice President Vest presented Kim Crossland with NPC Eagle to commemorate her time at the College, and stated that Kim Crossland began her employment with Northland Pioneer College on August 1, 1991 working in the Business Office as an Accounts Payable Clerk. She continued working in the Business Office until May of 1997 holding various positions including Temporary Accountant II and Accounting Technician – Fund Accountant (Grants). In September of 1999, Kim moved to the Financial Aid Office and began working as a Financial Aid Specialist. Since July of 2000, her title has been Financial Aid Advisor/Technician.

Kim earned her Associate of Arts degree from NPC in 1997. She has also attended Mesa Community College, College of Ganado, Northern Arizona University, Arizona State University, and most recently, Western Governors University.

Kim is a member of the Arizona Association of Student Financial Aid Administrators (AASFAA), the Western Association of Student Financial Aid Administrators (WASFAA), and the National Association of Student Financial Aid Administrators (NASFAA). She has been a volunteer for the Volunteer Income Tax Assistance (VITA) program where she provided free income tax preparation assistance for students and the public.

Kim is the mother of one son (Mike) and she has four grandchildren, Layton (12), Destin (10), Dayonna (3) and Lovette (1 at the end of the month). She has been a team mother and coach for P.A.L. Baseball and a Cub Scout den leader. She also volunteers for Holbrook Little League and Holbrook Youth Football.

Kim Crossland addressed the Board and stated she has enjoyed her time at NPC and especially working with the students.



### **7.B. Request for Approve Jenzabar Maintenance Renewal**

President Swarthout stated that the proposed Jenzabar maintenance agreement renewal is a budgeted and planned renewal of maintenance for software at the cost of \$187,017. Staff does recommend approval. Mr. Matteson asked if Jenzabar was the software used in prior years. President Swarthout stated it was.

*Mr. Matteson made a motion to approve the Jenzabar Maintenance Renewal in the amount of \$187,017 with Jenzabar. Mr. Lucero seconded the motion. **The motion passed unanimously.***

### **7.C. Request to Approve purchase of Cisco Switches, Routers, and Maintenance Packages**

President Swarthout stated this proposed purchase is a regular equipment request, and is budgeted in the capital budget. This is part of a regular replacement cycle. Staff recommends approval of the purchase of Cisco switches, routers, and maintenance packages in the amount of \$213,286.70 from CDW-G.

*Mr. Matteson made a motion to approve purchase of Cisco Switches, Routers, and Maintenance packages in the amount of \$213,286.70 from CDW-G. Mr. Lucero seconded the motion. **The motion passed unanimously.***

### **7.D. Request to Approve Flashover Training Simulator**

Vice President Hatch stated that the current flashover training simulator is at the end of its replacement cycle. The recommended purchase also supports several components of the strategic plan and is included in 2014-2015 Capital Budget for replacement. Staff recommends approval to purchase a flashover fire training simulator unit from BullEx for a total price of \$97,395 and designating BullEx as a sole source provider.

Mr. Winslow asked if the existing training simulator lasted for its projected service life. Director Bishop stated it did. Mr. Winslow asked what the projected life of the proposed simulator was. Director Bishop stated they were look at 10-15 years.

*Mr. Matteson made a motion to approve the purchase of a flashover training simulator in the amount of \$97,395 from the sole source provider BullEx. Mr. Winslow seconded the motion. **The motion passed unanimously.***

### **7.E. Request to Approve Sale of Blunk Property**

Vice President Hatch stated property was donated several years ago by the Blunk Family of Winslow. In addition to several other properties, the donated Blunk home in Phoenix has been held hoping the value would increase. Staff recommends the home be approved for sale to Ricardo Mesa Arryano as well as the resolution to sale real property be authorized. With the donations specifically related to real property and construction of the allied building in Winslow that is called the Blunk building, the Blunk Family total contribution of property totals \$330,500. Also a separate donation that is being used as an endowment for nursing students in the amount of \$221,000 was also previously received from the Blunks. Staff is requesting a slight revision in the resolution listing both the President and the Vice Presidents of the College be authorized to execute any necessary documents as needed.



*Mr. Winslow made a motion to approve the sale of the real property donated by Burley Blunk with the resolution amended as stated. Mr. Matteson seconded the motion. **The motion passed unanimously.***

**7.F. Request to Approve AADGB Representative Appointment**

President Swarthout stated the Arizona Association of District Governing Boards has requested an appointment to represent the College to replace Ginny Handorf. Chair Handorf stated that the service is not terribly cumbersome and only meets around five times a year depending on need, and the officer positions rotate. AADGB usually meets at Maricopa County Community College. Mr. Winslow asked if it was held on a weekday. Chair Handorf stated usually a Thursday. President Swarthout stated that there is possibly a call-in option if necessary.

*Mr. Winslow nominated Mr. Lucero to the AADGB as the College's representative. Mr. Matteson seconded the motion. **The vote was unanimous in the affirmative.***

**7.G. Information Only: City of Winslow Resolution 1697**

President Swarthout stated the City of Winslow Resolution 1697 was included in the board packet and was a resolution from the City of Winslow to confirm their commitment to partner with NPC at Little Colorado Campus. Mr. Winslow stated that he addressed the Winslow board at the meeting and let them know there were no plans to reduce anything at LCC and asked the city to survey the parking spaces and private property next to it.

**Agenda Item 8: Standing Business**

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

Vice President Vest stated SPASC has put together a very small group of two or three people to work through the assurance portfolio, Dr. Wasson, President Swarthout and Dean Henderson, to aggregate criterion reports to assure that we have met criterion and to work to make that argument to the Higher Learning Commission. SPASC will be working with college, board and president for a set of key priorities and persons responsible for the indicators by the September board meeting.

**8.B. President's Report**

Paramedic completer ceremony is upcoming. The President and Vice President Hatch are participating in discussion on the 1% cap. President NPC Leadership academy will be completing this Friday.

**8.C. Agenda Items/Informational Needs**

- Chair Handorf reminded board members that she needed to receive board presidential evaluations before the next meeting.
- Mr. Winslow stated he would be interested in learning from Mr. Weber about CTE programs, NAVIT or not, that are being dropped by area high schools.



- Mr. Lucero asked that the Towns of Winslow, Holbrook and Snowflake be included in the space study, and also requested there be a contact on the website for interested parties to contact the company with their input. Vice President Hatch stated it could be added to the scope of work.

**Agenda Item 9: Board Report/Summary of Current Event**

Mr. Winslow stated he attended the Sr. Banquet put on by the Winslow Residential Hall Native American Dorm that houses and feeds 100-120 high school students, as well as a dozen jr. high school students, wherein the seniors are honored. There were 12-13 graduating seniors there, and right before the program started one of the students received an email from Dartmouth with admission notification. Also attending was the gate millennial scholar Luke Hunt, who will be attending the aerospace department at U of A. Four of the students will attend NPC.

**Agenda Item 10: Announcement of Next Regular Meeting:** June 16, 2015.

**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,



Lisa Jayne  
Recording Secretary to the Board

