

# Navajo County Community College District Governing Board meeting Minutes

November 19, 2013 – 10:00 a.m.  
Painted Desert Campus, Tiponi Community Center  
2251 East Navajo Boulevard, Holbrook, Arizona

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

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

**Others Present:** John Spadaccini, Kristen Boilini, Ann Hess, Everett Robinson, Cynthia Hutton, David Smith, Tamara Martin, Maderia Ellison, Peggy Belknap, Beulah Bob-Pennypacker, Margaret White, Sharon Hokanson, Stuart Bishop, Matt Weber.

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

Chair Handorf called the meeting to order at 10:03 a.m. Mr. Matteson led the Pledge of Allegiance.

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

Mr. Peaches moved to adopt the agenda as presented. Mr. Matteson 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 Report with the Board. Mr. Matteson asked if the property assessed valuation was coming back up. Vice President Hatch stated he did not feel there would be much of a change yet. There still is not a lot of new construction county wide which is one way to grow the assessed valuation. Mr. Lucero asked how much the decreased property valuation has affected the College. Vice President Hatch stated it was approximately a half a billion dollar reduction in the County. Mr. Lucero asked how much of that was reflective of the paper mill closure. Vice President Hatch stated it would not be completely evident until the next cycle of assessed valuation. Mr. Winslow asked what factors besides the collection of property taxes contributed to the low cash flow months. Vice President Hatch stated the other primary factor has to do with State aid. State aid is the next largest revenue source and it is distributed on a quarterly basis and receives distributions in July, October, January, and April.



#### **4.B. NPC CASO – Margaret White**

Margaret White addressed the Board and stated that CASO has submitted topics for convocation to the executive team for January 10. These topics were both customer service and year round school, and CASO is looking forward to participating in team building. There will be a CASO and Faculty Association retreat in spring. CASO is also working on a new format for the salary proposal as requested by college council. CASO is anticipating the dedication of the skills center. Candy bar sales for student emergency fundraising are going well. CASO is not currently involved in any other fundraising activities right now. The CASO professional development textbook scholarship is being well utilized. Mr. Matteson asked how the discussion on working a 40 hour work week went. Margaret White stated there was no negative discussion whatsoever.

#### **4.C. Faculty Association – Cyndi Hutton**

Cyndi Hutton, Co-Chair of Faculty Association, addressed the Board and stated that the Faculty Association meeting on Wednesday afternoons has worked well for improving attendance. Also, during a special meeting last week the faculty association voted to go back to the faculty association model rather than the faculty senate model that had been adopted as it was too cumbersome. The Association has raised \$600 for faculty association scholarships and has worked with CASO for convocation in which one topic suggested was classroom safety. Dr. David Smith, faculty in biology, presented to the Board his current research on evolution of the braincase and functional morphology in therizinosaurus. Mr. Prescott asked Dr. Smith what role students have played in helping with his research. Dr. Smith stated students help recover fossils from the site and have also helped create posters to be presented to the community, as well as having participated in class discussions on the topic.

#### **4.D. NPC Student Government Association – Jake Hinton-Rivera**

Dean Hinton stated that Melissa Luatua has left her position and he will be filling in for her with SGA until her position is filled. Dean Hinton presented new SGA President, Lorin Jessup. Lorin Jessup introduced himself to the Board and stated he is interested in getting more students involved on campus and reported that two new clubs were approved by SGA, and those were Early childhood Education and Future Business Leaders of America. The laptop scholarship has also been finalized, although there were nine laptops available, some campuses will not have a student awarded because there were no application. Lorin also stated that faculty member Richard Harris will be taking over the annual Costa Rica trip and SGA will help provide funding for scholarships for that. SGA is looking into a leadership conference and will be planning a fundraiser for it so SGA members can participate. The SGA food drive ends just before Thanksgiving and the food will go to local charities that provide food for those in need. Lorin Jessup stated SGA would like to become more involved in the community.

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

- A. September 17, 2013, regular meeting minutes.
- B. Dual Enrollment Intergovernmental Agreements with Holbrook USD; Blue Ridge USD; Ganado USD; Winslow USD; Joseph City USD; St. Johns USD; Pinon USD; Hopi Sr./Jr. High; Chinle USD; Show Low USD



Mr. Matteson moved to accept the consent agenda. Mr. Lucero seconded the motion. *The vote was unanimous in the affirmative.*

**Agenda Item 6: Old Business**

None.

**Agenda Item 7: New Business**

**7.A. Alumni Award – Terry Yazzie**

Moved to December meeting.

**7.B. Legislative Update by College Lobbyist Kristen Boilini**

President Swarhout introduced the college lobbyist Kristen Boilini. Kristen introduced herself to the Board and gave them a history of her involvement in finance and government. She stated there is a budget request to be sent to the Governor's Office that is being worked on. There is expected to be an upcoming bill that may deal with guns on campus. Also, the Arizona Tax Research Association has expressed interest in looking at the expenditure limitation formula.

The College will focus on budget. Kristen presented two letters to the Board that had been sent to Governor's Office regarding the budget for all ten community colleges for the year. Unfortunately, due to student count, funding is down about \$2 million from last year. The colleges are requesting full funding in equalization aid. M&O and equalization aid are two budget items the Governor's Office has fully funded the last several years.

What was taken from the community colleges was the capital outlay line item. Last legislative session capital outlay was renamed to STEM funding, hoping that it would allow discussions about science math and technology program funding. Asked legislature for \$22 million in funds last year, and ended up with \$2 million. The positive outcome was re-establishing the line of funding.

The second letter outlines a \$30 million budget request sent to the Governor's Office on November 15. This package is a \$1.5 million appropriation to each of the community college districts with the rest of the funding distributed based on FTSE.

To validate the request the budget request outlined four areas that meet the goal and requirements of statewide performance goals, and those were: financial aid, dual enrollment, retention, and remediation programs, and will be asking that the \$1.5 million remain unrestricted so a college could use it in any of the four areas as needed.

Mr. Peaches asked what the governor's mission is in terms of education. Kristen Boilini stated the Governor is focused on doubling baccalaureate degrees in the state by 2020, but has recognized that Community Colleges play a crucial role in that process.

Mr. Winslow stated the unpreparedness of K-12 is of concern and hopes there will be conversation about what balance of funding could help offset the remediation crisis. Kristen Boilini stated she hoped that there would hopefully be opportunity through enhanced dual



enrollment funding to work with high school students before they come on campus. The governor's budget has included \$50 million for K-12 reading programs, but dealing with the problem is complex and will need a concentrated effort by a consortium of educators that can come up with solutions.

President Swarthout asked what can be expected of ATRA. Kristen Boilini stated ATRA has concerns of expenditure limits, as they are concerned that the Community Colleges are overstating FTSE.

Mr. Matteson asked how colleges would report to the legislature when the community colleges are so varied on how they will use the funding. With STEM fund reporting and reporting around this budget request, each community college would submit a separate report on outcomes.

Chair Handorf asked for talking points to keep the Board parallel of where things actually are. Kristen Boilini stated that she could do that.

#### ***7.C. Review of Joint DGB/Legislative Summit Meeting***

President Swarthout asked if there were any charges the Board wished to direct to the executive team in light of the summit. Mr. Winslow stated that in light of the apologetic tone of the legislators from having cut higher education funding, when the economy recovers we should hold them to their commitments. President Swarthout stated the Joint DGB Summit will be held again in 2015.

#### ***7.D. Review of AZCC 2013 Student Progress & Outcomes Report and AZCC 2013 District Outcomes Report***

President Swarthout stated the two reports presented to the Board are aggregates on the metrics of the community college strategic plan that looks at improvements for all ten colleges as a whole. The second report is NPC's individual report.

#### ***7.E. Review of 2012-2013 Apache County Analysis***

Vice President Hatch reviewed the Apache County Analysis with the Board.

#### ***7.F. First Read of 2014-2017 Strategic Plan***

Director Wasson explained the Strategic Plan development process to the Board. Mr. Winslow asked how the Board is involved in learning to what extent the College has achieved strategic goals. President Swarthout stated that a yearly report is issued to the Board in August or September outlining what progress was made on the Strategic Plan. This year it may be in the operational report. Chair Handorf stated that it's been helpful having expense requests connected to the strategic plan directives. President Swarthout stated they could do more connecting of requests to the Board to the Strategic Plan. President Swarthout asked the Board to provide any suggestions they might have to the Strategic Plan by December 10

#### ***7.G. Request to Approve the 2014-2015 Planning and Budget Development Calendar***

Vice President Hatch stated the calendar was adjusted after the Board retreat in October. Vice President Hatch went over several items on the calendar, and stated that in the future the Board



should approve the calendar in September. He also stated that at the December District Governing Board meeting there will be a review of the budget assumptions and staff will get Board input at that time. Vice President Hatch stated staff recommends the Board approve the proposed budget calendar.

Mr. Matteson moved to approve the 2014-2015 Planning and Budget Development Calendar. Mr. Peaches seconded the motion. *The vote was unanimous in the affirmative.*

#### **7.H. Request to Approve NAVIT Exhibit Annual Update**

Vice President Hatch presented proposed Exhibit A, estimated cost of the 2013/2014 year, and C, a listing of all the courses by location for the 2013/2014 year of the NAVIT IGA and recommended the Board approve.

Mr. Matteson moved to approve NAVIT Exhibit A and C as presented. Mr. Lucero seconded the motion. *The vote was unanimous in the affirmative.*

#### **7.I. Request to Approve NATIVE Intergovernmental Agreement**

Vice President Hatch stated the NATIVE IGA was approved initially in the fall and now that the spring 2014 schedule has been pinned down, Exhibit B needs approved. Vice President Hatch stated staff recommends approval of Exhibit B. Mr. Winslow asked where he could find a map to show the boundaries of JTEDs. Matt Weber stated he could send a JTED map to the Board. Mr. Winslow clarified that NATIVE and NAVIT does not overlap. Matt Weber stated they did not.

Mr. Winslow moved to approve Exhibit B as part of the Intergovernmental Agreement with NATIVE. Mr. Peaches seconded the motion. *The vote was unanimous in the affirmative.*

#### **7.J. Fall 2013 Enrollment Report**

Vice President Vest reviewed the 2013 enrollment report with the Board. Although the report shows a 17% enrollment decline this fall, a lot of that is accounting. By the end of the year Vice President Hatch will do an annualized enrollment report to the State that will include all types of enrollment during the year. The fall semester snapshot is becoming less and less relevant because it reflects a smaller percentage of total enrollment as it only includes classes that are actually in session on a specific date in October when the College reports FTSE numbers to the State.

There are four categories of enrollment - first, enrollment that is actually in the fall semester but has moved within the semester so it's no longer showing up on the count. Second, enrollment that last year showed up in the fall count but is going to show up in the spring count this year. It might make more sense to do an annualized count and compare to the annual count from last year, rather than a fall report. Third is enrollment that has been lost this year, this is generally in the area of business but the College is confident this is a short-term loss and much of it will be recoverable next fall once new faculty is available. The fourth category is the one of most concern as it consists of enrollment decline that is primarily predicated on a student's to pay.



DOC FTSE is actually higher than last year, but on the report it shows it's down due to developmental services division moving away from 16 week classes into an 8-week/8-week split. Completion and retention numbers are better with the 8week sections, at the end of the year it also means a higher yield for students. In the short-term TLC enrollment is moving from semester into short-term count.

The law enforcement academy in fall had 35 FTSE, the spring law enforcement academy will have 13-15 students, and so was not part of the count. Blue Ridge High School, the College's largest dual enrollment partner, changed their schedule this year, and switched all dual enrollments into the spring semester count. Also, because of business faculty losses there is enrollment decrease in the business department. NAVIT's enrollment is down 25% from its peak. The school districts and NAVIT are having budget cuts. When ADOE told JTEDs they could no longer offer general education courses to students who are participating in JTEDs that had an impact on general education program.

Mr. Lucero asked if there were departments that had enrollment increases. Vice President Vest stated there were enrollment increases in welding, Spanish, performing arts, music, nursing, art, geography, and social sciences. Chair Handorf stated the College needs to work on bringing in money that is not dependent on State funding. Mr. Lucero asked how remediation is tied to funding. Vice President Vest stated there is adult basic education and then there is remediation for college work. Although they tend to be lumped together, the adult basic education students are not Pell eligible. Anyone who wants to take general education courses has to take a placement test. Half of the students start out in remediation based on the placement test, which is a national average. Pell funding is tied to some of the general education remediation courses and that is the problem with the Department of Education putting a semester limit on Pell eligibility. The College has focused on shortening the path for students who need remediation because of this. Vice President Vest stated he would let the Board know what funding area students needing remediation are in since he didn't have available numbers.

## **Agenda Item 8: Standing Business**

### **8.A. Strategic Planning and Accreditation Steering Committee Report – Leslie Wasson**

Director Wasson stated that SPASC is at the end of the strategic planning cycle and will begin the budget part of the cycle. The big change to note is that SPASC will be facilitating the budget discussion.

### **8.B. Human Resources Update – Sharon Hokanson**

Director Sharon Hokanson summarized the human resources report to the Board. Mr. Matteson asked if the Faculty in Business position had any good applicants. Dean Belknap stated there were a good number of solid applicants.

### **8.C. President's Report – President Swarthout**

President Swarthout will be at ACPE conference next week and will be attending AC4 beforehand. Phi Theta Kappa induction is Friday evening in Snowflake. Attended the

