

Navajo County Community College District Governing Board Meeting Minutes

June 17, 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, Mr. Frank Lucero

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: Everett Robinson, Ann Hess, Jeremy Raisor, Sharon Hokanson, Barry Williams, Margaret White, Peggy Belknap, Tamara Martin, Maderia Ellison, Jake Hinton, Stuart Bishop, Linda Kor, Josh Rogers, John Spadaccini, Peg Erdman, Beulah Bob-Pennypacker.

Agenda Item 1: Call to Order and Pledge of Allegiance

Chair Handorf called the meeting to order at 10:04 a.m. Mr. Lucero led the Pledge of Allegiance.

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 – Vice President Hatch

Vice President Hatch summarized the financial position report to the Board. Mr. Matteson asked if the forecast for end of the year puts the College in the red or black. Vice President Hatch stated that the end of the year will find the College \$2 million in the black. Mr. Winslow asked if the reason grant and contract revenues were more than expected was due to timing in the fiscal year or some unexpected contracts. Vice President Hatch stated it was due to timing in the year. NAVIT always prepays on contract and the College also recently received revenues from the Apache County contract that will be applied to the prior year's contract. Mr. Lucero asked if Apache County was in arrears. Vice President Hatch stated some parts were paid in arrears by Apache County but also actual expenditures versus estimated expenditures by Apache County are paid at the end of the fiscal year.



4.B. NPC CASO – Margaret White

CASO Vice President, Margaret White, addressed the Board and summarized for the Board CASO activities for the year, which included helping with convocation, staff salary increase negotiations, 40th anniversary celebration events throughout year, warm and fuzzy awards, CASO members were in charge of graduation and worked with faculty on a joint retreat at Heward House, candy sales for scholarships, \$935 in professional development textbook scholarships, and CASO members have been involved in committee and councils and the CASO newsletter. CASO at August convocation will be holding their once a year donation drive that will go to local senior centers.

4.C. Faculty Association

None.

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

Jake Hinton-Rivera stated there was no SGA report but introduced Student Activities Coordinator and Silvercreek Campus Advisor, Josh Rogers, who is on his third week on the job and still in training.

Agenda Item 5: Consent Agenda

- A. May 20, 2014 DGB Minutes; May 20, 2014 Special Meeting Minutes; May 20, 2014 Truth in Taxation Public Hearing Minutes; May 20, 2014 Proposed Budget Public Hearing Minutes

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

Agenda Item 6: Old Business

6.A. Request to Approve Pavement Improvement Contract

Vice President Hatch stated the pavement improvement contract item tabled last month was re-quoted without a polymer additive, which reduced the cost by \$45,000. Staff recommends approval of a pavement improvement contract with Asphalt of Arizona for \$149,487.84, for type II slurry seal, crack seal, and asphalt repair with pavement markings. The bid process was under a Mohave Education Services Cooperative contract. Mr. Winslow asked what facilities were involved. Vice President Hatch stated that Hopi Center, Little Colorado Campus, Silvercreek Campus, Painted Desert Campus and Whiteriver Center all require pavement improvement. Chair Handorf asked if the polymer additive would affect wear and tear. Vice President Hatch stated the polymer was only to speed up set time and does not affect wear and tear.

*Mr. Matteson moved to approve a pavement improvement contract with Asphalt of Arizona for \$149,487.84 for type II slurry seal, crack seal, and asphalt repair with pavement markings for four locations. Mr. Winslow seconded the motion. **The vote was unanimous in the affirmative.***



Agenda Item 7: New Business

7.A. Alumnus Award – Sara Greenwood

Jeremy Raisor addressed the Board and introduced the Spring 2014 Outstanding Alumnus Award winner, Sara Greenwood. Jeremy Raisor reviewed her outstanding achievements and presented Ms. Greenwood with a plaque. Sara Greenwood thanked the Board for the honor.

7.B. Request to Approve NAVIT IGA

Mr. Winslow asked if there were any significant changes to the NAVIT agreement. Vice President Hatch stated the format of an IGA is identified by state statute and so there are no changes to the body of the agreement, but that both Exhibits A and C are updated annually. Mr. Winslow asked Matt Weber if the passage of the College Bound Scholarship for high school juniors and seniors for general education courses will help compensate for the courses being eliminated from NAVIT a few years ago. Matt Weber stated it should be a big boon for the students and NPC staff has already met with NAVIT about these opportunities.

Mr. Matteson moved to approve the NAVIT IGA as presented. Mr. Lucero seconded the motion. The vote was unanimous in the affirmative.

7.C. Request to Approve Apache County IGA

Mr. Winslow asked if there were any significant changes to the Apache County IGA. Vice President Hatch stated the only change made to the proposed IGA is addition of language that asks the College to provide additional data information requested by Apache County in the three added exhibits. Including the additional request for language that addresses attachment C which lists the courses to be delivered for an AGECE-A certificate rather than an AGECE-B.

Mr. Winslow asked if the language in the section dealing with reimbursement is clear enough to ensure Apache County is without question about their reimbursement requirements. Vice President Hatch stated that regular discussion takes place with Apache County and the College throughout the year regarding reimbursement and feels confident Apache County is very clear of reimbursement requirements.

Barry Williams, Chair of the Apache County Higher Education committee (ACHE), addressed the Board and stated that the current IGA has been sent out to ACHE and that the committee is in agreement with the IGA but was here to request that the Board table the IGA for now since there has not been enough time for the committee to complete a review.

President Swarthout stated staff is concerned about tabling it due to timing issues, as NAVIT classes start on August 7 and the College has already committed funds by hiring contracted staff. Mr. Winslow asked if procedurally both parties could negotiate language after adoption of the IGA. Vice President Hatch stated that on the first page, under section 2, the IGA states the effective date is July 1 or upon the date of signature by all parties, whichever comes later, unless that date is after July 20, in which case the agreement is effective July 20. It also states that an amendment can be made on execution of written amendment signed by both parties. He also notes that the final sentence states that both entities agree to negotiate in good faith in the future for a provision of post-secondary education services in Apache County.



Mr. Winslow asked Barry Williams if ACHE would have a problem with the Board approving the proposed IGA with the understanding that the College and ACHE will work through any needed amendments after. Barry Williams stated that ACHE is discussing changing the contract from one year to two years, and have also requested further confirmation of delivery of classes for AGECE-A. Barry Williams stated that there is no question in his mind that Apache County intends to continue the IGA with the College but would like time to process changes and discuss the IGA.

Chair Handorf stated that over the last couple of years Apache County has had to pay amounts due not calculated at the beginning of year estimates, and wanted to know if that situation was affecting the discussion taking place now. Barry Williams stated that there is merely some unresolved business that still needs to be taken care of.

Vice President Hatch stated that the IGA with Apache County is prospective and requests made by Apache County can often affect the way the College does business, so it can be difficult to say exactly what expenses will be beforehand. The IGA specifies that a mid-year analysis take place around February 28th in which Apache County is notified if expenditures are higher than expected or if there's an overpayment. The final analysis is to clarify and make absolutely certain there are no Navajo County taxpayer dollars being used to provide services in Apache County.

Vice President Hatch stated that moving to a calendar year for this IGA might be a consideration. Mr. Matteson asked what benefit that would provide. Vice President Hatch stated that the College has to invest in the upcoming year in May by hiring instructors and other investments, and waiting until June to pass an agreement is a little late in the process.

President Swarthout apologized if the request about acquiring AGECE-A and AGECE-B data was overlooked, but she just became aware of this request yesterday, and stated that the College will be working on that issue. Vice President Vest stated that there's only a two-course difference between AGECE-A and AGECE-B. President Swarthout stated Apache County has requested information as to what avenue the Apache County students are choosing between the AGECE-A and AGECE-B and that information is being compiled.

Mr. Winslow stated that whether the DGB adopts or tables this IGA could be perceived differently by Apache County. He asked Barry Williams if in the spirit of keeping a positive tone, ACHE would be more comfortable with tabling it now or amending it in July. Chair Handorf stated that ACHE should be aware that NPC has already invested and committed to the contract. Barry Williams stated that as long as the DGB is aware that the IGA will most likely need adjusted, approving the IGA would be fine.

Mr. Matteson moved to approve the Apache County IGA as presented. Mr. Lucero seconded the motion. The vote was unanimous in the affirmative.



7.D. Request to Approve Roof Replacement Design

Vice President Hatch stated that staff is recommending approval of a contract with architects, DLR Group, to provide components of design, contract documents, and construction administration services for the replacement of the roof and rooftop mechanical units on two buildings; the Blunk Building at Little Colorado Campus and the Whiteriver Center main building. Total cost of proposed flat fee contract work is \$73,500. This is part of the ongoing requirement to update and improve facilities to meet code. If this contract is approved, staff will be bringing a construction contract back to the Board at some point. Mr. Winslow asked if there was a general idea of the cost of the projected construction. Vice President Hatch stated there was no estimate yet of replacement cost but is confident there is sufficient funds set aside for the project.

*Mr. Matteson moved to approve the Roof Replacement Design contract with DLR Architect in the amount of \$73,500. Mr. Winslow seconded the motion. **The vote was unanimous in the affirmative.***

Chair Handorf called for a short break.

7.E. Request to Approve NATC Asphalt Seal Project

Vice President Hatch stated all NATC facility expenditures from the State appropriated funds come before the DGB for approval. The asphalt surface at NATC facility would benefit from a crack sealing and a fog seal and the quotes do include restriping. Quotes were requested from five different contractors but the College only received two responses. Staff recommends approval of the pavement improvement award to Hatch Industries for an amount not to exceed \$35,000.

Mr. Matteson asked if this went through appropriate bid contract with advertising. Vice President Hatch stated that because of the dollar amount the College was only required to get three submitted bids on construction contracts so it didn't have to go through the formal bid process. Construction projects over \$50,000 have to go through the more formal process.

Mr. Lucero asked if there would be an inspector for the project. Vice President Hatch stated inspections are part of the process, and Hatch Industries is not the original contractor who laid the pavement.

*Mr. Matteson moved to approve the NATC Asphalt Seal Project contract with Hatch Industries in an amount not to exceed \$35,000. Mr. Winslow seconded the motion. **The vote was unanimous in the affirmative.***

7.F. Review of Shared Governance – Procedure 2125

President Swarthout stated the Board is informed when important procedural changes happen. The procedural changes for Procedure 2125 on Shared Governance revolves around getting better balance on shared governance college committees, stronger faculty representation in some areas, stronger CASO representation in others. It did go out to the College for review as required by the procedure on procedures and received a total of 10 comments back from the College.



Some were very good and appropriate changes were made. This procedure requires a yearly review and will be brought before the Board again if there are any significant changes.

7.G. Information – Teleconference Meeting in July

President Swarthout stated there are several items that will need a Board vote before the August meeting, so staff is requesting a board meeting in July by teleconference. Items that need action are the auto shop lease and some network link equipment purchases.

7.H. Information – Nursing concurrent enrollment agreement with NAU

Vice President Vest stated instructional division provides information to the Board when the College enters into agreements with other institutions. Over the past couple of years the College has entered into sequential Associates to Bachelor of Science agreements with both Arizona State and Grand Canyon. This agreement is an accelerated program for students who can keep up with the work load, allowing co-enrollment with NAU's BSN program, and the Nursing Associates program at NPC. Chair Handorf asked if this included offering credit for experiential learning. Vice President Vest stated it was not. Dean Peg Erdman stated that the best thing is the cost benefit to students, as students can take 90 credits from NPC and only 30 credits at NAU.

7.I. Executive Session – Presidential Evaluation and Contract

At 11:25am Chair Handorf stated the Board would move into Executive Session to discuss the President's Evaluation and Contract

Mr. Matteson moved to go into Executive Session to review the President's Performance review and Contract. Mr. Lucero seconded the motion. The vote was unanimous in the affirmative.

The executive session meeting was adjourned at 11:50 p.m. upon a motion by Mr. Lucero, a second by Mr. Matteson, and a unanimous affirmative vote.

7.J. Request to Approve Presidential Evaluation and Contract

Mr. Winslow moved to adopt the addendum to the president's employment contract. Mr. Mattson 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 SPASC has made progress over the last month. The group has identified processes to evaluate measurable goals and outcomes on operational planning; also identified a series of steps for development of operational plan; identified a series of items for an 18-month Strategic and Operational Planning calendar and will debrief the Board on this at the retreat later today.

8.B. Human Resources Update – Sharon Hokanson

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



8.C. President's Report – President Swarthout

President Swarthout stated the President's Council will be meeting next week, at the end of the week she will be at an Arizona Women in Higher Education conference in Flagstaff. Also, the contract with ADOC will be completed next week. New employee and faculty orientation will take place in August.

Agenda Item 9: Board Report/Summary of Current Event

Agenda Item 10: Announcement of Next Regular Meeting: July 2014 Teleconference TBA; DGB August 19, 2014.

Agenda Item 11: Adjournment

The meeting was adjourned at 12:00 p.m. upon a motion by Mr. Matteson., a second by Mr. Lucero and a unanimous affirmative vote.

Respectfully submitted,

Lisa Jayne
Recording Secretary to the Board

