

Navajo County Community College District Governing Board Meeting Minutes

January 19, 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; Mr. Daniel Peaches.

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: Ryan Radamacher; Peggy Belknap; Betsyann Wilson; Josh Rogers; Kelley Harvey-Brannon; Kim Reed; Ann Hess; Everett Robinson; Jason Harvey; Bill Fee; Jeremy Raisor; Linda Kor; Bobbi Sample; Amber Hill; Margaret White; Beulah Bob-Pennypacker; Eric Henderson; Tamara Martin; Jay Zsorey; David Glennon; Jay Judson; Tiffani Martin.

Agenda Item 1: Call to Order and Pledge of Allegiance

Chair Handorf called the meeting to order at 10:01 a.m. and Mr. Peaches 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: Election of Board Officers

Mr. Matteson nominated Chair Handorf to remain as chair. Mr. Peaches seconded. The vote was unanimous in the affirmative.

Mr. Matteson nominated Daniel Peaches to remain as Secretary. Mr. Winslow seconded. The vote was unanimous in the affirmative.

Agenda Item 4: Call for public Comment

None

Agenda Item 5: Reports

5.A. Financial Position – Interim Vice President Ellison

Interim Vice President Ellison reviewed the financial position report with the Board.

Mr. Matteson asked if STEM funding and Equalization was expected to remain the same this year. Interim Vice President Ellison responded there would be a slight increase if the current state budget passes.



Mr. Winslow enquired why the transfer of funds seemed more than was required for unrestricted plant fund. Interim Vice President Ellison responded that the transfers are made from general funds to operating budgets on a quarterly basis.

5.B. Human Resources – Interim Director Fee

Interim Director Fee reviewed the Human Resources Report with the Board.

Mr. Matteson asked about the status of the Director of Institutional Effectiveness position. President Swarthout responded that the college received a verbal acceptance and is waiting for a signed contract before making an announcement.

5.C. NPC CASO – Margaret White

Margaret White, Co-chair of CASO, addressed the Board and stated that everyone is excited to start a new semester today. CASO had their retreat after Convocation and it was a great success. CASO are offering goodie bags for Valentine’s Day which are available to purchase for \$5 and funds will go towards student scholarships. CASO continues to work with the Faculty Association on a salary proposal.

5.D. Faculty Association – Ryan Rademacher

Ryan Rademacher, President of the Faculty Association (FA), addressed the Board and reported that attendance continues to climb at FA meetings. FA continues to work on two procedures, 2970 and 2701, hoping to have a draft by the end of February. FA continue to work with CASO on salary recommendation and are awaiting information on potential Healthcare cost increases. Faculty feels it is important that a statement be added to the Faculty Handbook regarding the importance of academic freedom inside and outside the classroom.

5.E. NPC Student Government Association – Tiffani Martin

Tiffani Martin addressed the Board and stated the Food Drive was successful with food donations made to local organizations. Welcome Back meetings, in conjunction with Career Services and other clubs, start this week. SGA will have a team participating in the Kiwnis Quiz night on Friday.

Mr. Winslow asked how participation was district wide and if meetings were available through the distance systems. Tiffani Martin responded that, after a rocky start last semester, participation had increased. The SGA meetings do take place on the video system but the Hopi Center closes before the start of their meeting and they are hoping to arrange an earlier meeting time.

5.F. NPC Friends and Family – Director Wilson

Director Wilson addressed the Board and stated her New Year’s resolution was to increase the number of students applying for NPC grants and scholarships. Director Wilson has been attending CTE classes and offering two, one-hour, workshops for students that are unaware of how to apply for scholarships. Pedal the Petrified registration is open to those who rode at last year’s event. General registration for the event will open on February 1st. Arizona Gives Day is on Tuesday, April 5th 2016 and Director Wilson will be working with Ann Hess and Everett Robinson on another social media campaign.



Mr. Winslow offered his services to help with Scholarship workshops in Winslow.

Agenda Item 6: Consent Agenda

- A. December 15, 2015 Regular Board Minutes;
- B. Curriculum Modification:
 - 1. Program Modification - Management and Leadership AAS, CAS & CP

*Mr. Matteson made a motion to approve the consent agenda. Mr. Winslow seconded. **The vote was unanimous in the affirmative.***

Agenda Item 7: Old Business

7.A. None

Agenda Item 8: New Business

8.A. Review and Accept Financial and Single Year Audits

Interim Vice President Ellison addressed the Board and stated staff recommended the acceptance of the Financial and Single Year Audits and members of the State Auditing team were present to discuss their findings.

Mr. Jay Zsorey, Financial Audit Director, introduced the other Auditor General staff present, Mr. David Glennon and Mr. Jay Judson before congratulating the District on receiving a clean opinion as well as a Certificate of Excellence in Financial Reporting for the 2014 Comprehensive Annual Financial Report (CAFR). Together they presented an overview of financial statements, the implementation of the new accounting principle for pension, the results of the internal control and compliance work completed, the internal control and compliance work completed for the district's federal programs, and the Governance Letter.

Mr. Winslow asked about the first year liability associated with the pension, since it caused the net position to go down, if next year we will see a bump back up. Mr. Zsorey responded there will be fluctuations each year and they could be positive or negative depending on a variety of reasons such as the changes made in calculating the liability or the performance of investments.

Mr. Matteson asked if the state was running the investments and handling payments to retirees why is the liability passed on to the district. Mr. Zsorey responded that ASRS is the central entity handling investments and payments for all contributing employers but each employer is responsible for their own liability and is dependent on the size of the employers.

Mr. Matteson asked for more details on the finding on the disposal of assets. Mr. Glennon responded that documentation was lacking and wasn't recorded in the fiscal year an item was disposed in. This is similar to the finding from the previous year.

Mr. Matteson asked if corrective action had been taken. Interim Vice President Ellison stated the college was working on making sure the form was complete, accurate and understandable and that training for staff on the correct procedures for disposal of equipment would be conducted.



Mr. Winslow asked if an example of Higher Education Institutional Aid was Title III grants. Mr. Judson confirmed that it was.

*Mr. Winslow made a motion to accept the Financial and Single Year Audits. Mr. Matteson seconded the motion. **The motion passed with a unanimous vote.***

8.B. Request to Approve Hearing Officers

President Swarthout addressed the Board and stated that Mr. Don Peters has been added to the list and staff recommended approval.

Mr. Winslow asked if we primarily use a hearing officer for personnel issues. President Swarthout responded that the college does use them for Personnel hearings and very occasionally for arbitration but not for any type of student process.

*Mr. Matteson made a motion to approve the list of Hearing Officers as presented. Mr. Winslow seconded the motion. **The motion passed with a unanimous vote.***

8.C. Alumni Award

Director Rogers addressed the Board and presented Mr. Jason Harvey with the Outstanding Alumnus award.

8.D. Accept First Things First Grant

Vice President Vest addressed the Board and reviewed the First Things First grant stating that staff recommended acceptance.

Mr. Lucero asked if the grant amount was for both years. Vice President Vest responded this amount was for the planning phase and he would return to the Board seeking approval for the two year grant amount.

Mr. Lucero asked if the amount included travel costs and Vice President Vest confirmed it did.

Mr. Winslow asked if there was a reason why the Board was not involved in discussions on which grants the college should try to attain so they could look at sustainability. President Swarthout responded that there was no prohibition against it suggested that research would be needed but believes having a policy or procedure might be the best approach to take.

Mr. Lucero asked if money would be provided up front. Vice President responded the money was being provided from the state's First Things First office.

*Mr. Winslow made a motion to approve the First Things First Professional Development for Early Care and Education Professionals Grant for the Navajo Nation Regional Partnership Council of First Things First in the amount of \$55,633 as presented. Mr. Matteson seconded the motion. **The motion passed with a unanimous vote.***



8.E. Executive Session

*At 11:12 a.m. Mr. Matteson made a motion for the Board to go into Executive Session to discuss the status of litigation and settlement with Whiteriver Construction. Mr. Winslow seconded the motion. **The motion passed unanimously.***

*At 11:46 p.m. the Board moved back into regular session and adjourned from executive session upon a motion by Mr. Winslow, seconded by Mr. Matteson **and a majority vote.***

8.F. Possible Approval of Skills Center Settlement.

*Mr. Winslow made a motion to table the Skills Center Settlement until the February 16, 2016 Board meeting. Mr. Matteson seconded the motion. **The motion passed unanimously.***

Agenda Item 9: Standing Business

9.A. Strategic Planning and Accreditation Steering Committee (SPASC) Report

Vice President Vest stated SPASC was posting the Strategic Priorities and associated Operational Plans to the NPC Website. As the college moves through the Budgeting process the Plans and associated costs will be folded in to the discussion as a top priority. SPASC ran a Strategic Planning listening session during Convocation and will send out a follow-up survey once the Institutional Effectiveness Director starts.

Mr. Winslow asked if the college was aware of the shift in Strategic Priorities to a streamlined plan as he would hope to see ideas and Capital proposals related to them. Vice President Vest affirmed and stated it has required a lot of discussion with the college, which is still ongoing, but now the emphasis will need to move from the planning stage to the implementation phase to show progress. President Swarthout commented that some education will be required on what constitutes a Capital project. Vice President Vest commented that a lot of input from the college at Convocation does not require a large price tag.

Mr. Matteson confirmed that the issue of Childcare was one of the Strategic Priorities and hoped the Private sector would be considered as an option. Vice President Vest said he did not want to suggest what options the Study Committee should review but they should look at any and all options and provide a cost/benefit analysis.

9.B. President's Report

President Swarthout stated a Bill Tracking document for the current Legislative session will be sent out regularly, the first of which had already been circulated. The Governor's budget does raise concerns on Joint Technological Education District (JTED) funding which does add \$30 million over 3 years as competitive grants which could limit rural communities' success in competing with urban areas for grants. However there is also a bill to return full funding to JTED's. It appears that guns on campus will be a big issue again this year. President Swarthout predicts a tough couple of years due to the transition of multiple Presidents and CEOs at Arizona Community Colleges.



Mr. Winslow asked whether the restitution of the JTED funding will be based on the previous formula. President Swarthout responded that currently one bill would but a second bill does not.

9.C. Agenda Items/Informational Needs

President Swarthout intends to research a policy and/or procedure on Board participation in looking at sustainability in Grants.

Agenda Item 10: Board Report/Summary of Current Event

Mr. Matteson complimented staff and contractors on completed projects. The first being the drainage at SCC and the second being sidewalks at PDC.

Mr. Winslow also mentioned the completed handicapped accessibility ramp at LCC.

Agenda Item 11: Announcement of Next Regular Meeting: Regular District Governing Board meeting February 16, 2016.

Agenda Item 12: Adjournment

The meeting was adjourned at 12:19a.m. upon a motion by Mr. Winslow, a second by Mr. Matteson, and a unanimous affirmative vote.

Respectfully submitted,



Paul Hempsey
Recording Secretary to the Board

