

Navajo County Community College District Governing Board Meeting Minutes

September 16, 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: Ann Hess, Everett Robinson, Ryan Rademacher, Stuart Bishop, Betsyann Wilson, Sharon Hokanson, Beulah Bob-Pennypacker, Tamara Martin, Margaret White, Peggy Belknap, Barry Williams, John Spadaccini, Matt Weber.

Agenda Item 1: Call to Order and Pledge of Allegiance

Chair Handorf called the meeting to order at 10:00 a.m. Mr. Lucero led the Pledge of Allegiance.

Agenda Item 2: Adoption of Agenda

Mr. Lucero 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 summarized the Financial Position report to the Board.

4.B. Human Resources – Sharon Hokanson

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

4.C. NPC CASO

Margaret White addressed the Board and stated CASO members Sandy Manor and Margaret White will be serving on SPASC. Ina Sommers will serve on College Council. There will be a CASO meeting this Friday to plan the year, to include salary ideas, team building and fundraising ideas. CASO maintains both a student emergency and a scholarship fund, and \$500 was awarded to an at-risk student. Two \$500 scholarships will be offered this fall with funds raised through chocolate bar sales. Margaret White gave a bar to each of the Board members and executive staff.



4.D. Faculty Association

Ryan Rademacher addressed the Board and stated the first Faculty Association meeting was held and the Faculty Association went over faculty committee assignments and fully staffed committees for the year. Also, it was decided that the Board reports will be done by different faculty on a rotating basis. Faculty have decided to use Qualtrics survey software to make sure all faculty are able to provide input on areas such as compensating instructors for the summer, load flexibility over the year, implications of recent legislation competency based programs, and distance education issues. The Association has a goal of collecting \$2500 in dues to be used for student scholarships. The Faculty Association has made the recommendation to limit probationary faculty on committees. Gary Mack will be president, Tracy Chase secretary, and Kenny Keith will remain treasurer.

4.E. NPC Student Government Association

None.

4.F. NPC Friends and Family – Betsyann Wilson

Betsyann Wilson addressed the Board and stated the mission of Friends and Family is to provide education for the community members in the District. She stated that NPC students are coming from behind due to their challenges but with the help of NPC are able to get ahead. Financial factors are the biggest shortcomings NPC students face and so there are three events coming up that will be raising funds for student scholarships.

First, Pedal the Petrified 2 at the Petrified Forest, it is a bike tour. Pedal the Petrified was started as a 40th Anniversary event and will be a growing to continue to raise scholarship money. The Pro-Am Golf Tournament in July will be repeated on July 27th and 28th, 2015. This time there will be 9-12 slots for local players. Donations for the Pro-Am will hopefully come from corporate sponsors as to not burden local small businesses. Local businesses will be asked to sponsor the T-boxes at \$100 each. Also, Arizona Gives Day is on April 7, 2015.

Bylaws for NPC Friends and Family were rewritten, stating that the Friends and Family Board will represent all the communities NPC serves. Ms. Wilson stated that representation from faculty, students, and staff is being sought as well. She invited everyone to attend the next Friends and Family meeting on September 17 on the College's audio system.

Agenda Item 5: Consent Agenda

A. August 19, 2014 DGB Minutes

Chair Handorf stated she wanted the minutes to reflect that at the end of Betsyann Wilson's presentation to the Board on August 19, 2014, she congratulated her on her presentation and expressed her appreciation for her transparency.

*Mr. Matteson made a motion to approve the minutes from August 19, 2014 with the stated change. Mr. Peaches seconded. Mr. Lucero abstained. **The motion passed with a majority vote.***

B. IGA for Show Low USD; and Round Valley USD



*Mr. Matteson made a motion to approve the Intergovernmental agreements with Show Low USD, and Round Valley USD. Mr. Lucero seconded. **The vote was unanimous in the affirmative.***

Agenda Item 6: Old Business

6.A. None

Agenda Item 7: New Business

7.A. Request to Approve Award of Website Redesign

Vice President Hatch stated that a Request for Proposal was issued in July to improve the College's website design to make all pages usable with Drupal 6. Twelve bids were received. Vice President Hatch reviewed the summary and evaluation form with the Board. The process of evaluating a response on more criteria than just price was reviewed for the Board. Vice President Hatch stated staff recommends the contract be awarded to Open-Sourcery, at a total cost of \$77,250. Funds are budgeted for this project and it supports the strategic plan.

Mr. Matteson commended the evaluation process, stating that too often price is the only consideration for projects awards. The only change he would recommend is to narrow down the process to the top three bids and then have oral interviews. Ann Hess stated that no interviews took place as the College has done business in the past with the top three companies.

Mr. Lucero asked when the website was last updated. Ann Hess stated it has been six years since an update was done.

*Mr. Matteson made a motion to approve the award of the website redesign to Open Sorcery, at a total cost of \$77,250. Mr. Lucero seconded the motion. **The vote was unanimous in the affirmative.***

7.B. Request to Approve Award of Reroofing and Mechanical Install

Vice President Hatch stated that in August the Board approved a request to pre-purchase the mechanical equipment for this project. This item is for the construction portion of the reroofing and for the mechanical equipment installation. The College only received two bids, however, both were close in price. The low bidder is the company that did this project on six other NPC buildings in the past, and their level of work was good, and the price was reasonable. This project is currently in the budget. Staff recommends that the project award be given to Edge Construction for \$298,073.

Mr. Matteson clarified that the mechanical equipment installation was clearly stated in the contract. Vice President Hatch stated it was.

*Mr. Matteson made a motion to approve the award to Edge Construction for the reroofing and mechanical install of the HVAC system for the amount of \$298.073. Mr. Lucero seconded the motion. **The vote was unanimous in the affirmative.***



7.C. Request to Approve Concrete Barrier Purchase for NATC

Vice President Hatch stated that in May of 2014 the Board approved the purchase of 45 barriers at NATC and these were installed. Additional barriers would help with safety and traffic flow and so staff recommends the purchase of up to 35 additional 6' Jersey barriers for NATC. State appropriated funds will be used. These barriers, as the previous ones, will be purchased from Reidhead Sand and Rock, not to exceed \$3,500.

Mr. Matteson made a motion to approve the purchase of concrete Jersey barriers from Reidhead Sand and Rock, for a total cost not to exceed \$3,500. Mr. Winslow seconded the motion. Mr. Lucero dissented. The motion passed with a majority vote.

7.D. Request to Approve White Mountain Campus Easement and Property Dedications

Vice President Hatch stated that parking that was developed a few years ago at the White Mountain Campus has required the College to address storm water detention options. The best location for storm water detention lies in part over a City of Show Low easement.

In 1980, the College granted a roadway easement to the City of Show Low for the purpose of a possible future intersection at south 8th Avenue and the Deuce of Clubs. The City of Show Low was asked to abandon the easement and they did so, but have requested that the College include a grant of a 16' wide sewer easement for an existing sewer line going through the property. In addition, staff recommends dedication of both 8th Avenue and Whipple Road as roadways. Current easements exist that allows the City to have these roadways in place but the City is requesting a formal dedication. Vice President Hatch showed the Board a map and indicated the area in question.

Staff recommends the Board approve a grant of sewer easement and dedication of public right-away as described in the exhibits presented for public purposes, to the City of Show Low and in connection with the abandonment of a one-acre roadway easement by the City with authorization for the President of the College to sign all the legal documents.

Mr. Matteson stated he wanted it noted that when Tetra Tech submitted the legal property descriptions they did not seal their submissions as required by state law. Staff indicated that the legal descriptions would include a Certificate of Authorization seal prior to recording.

Mr. Matteson made a motion to approve the White Mountain Campus easement and property dedication to the City of Show Low. Mr. Lucero seconded the motion. The vote was unanimous in the affirmative.

7.E. First Read: Revision of Policy 1030 – Policy Creation and Review

President Swarthout presented a first read for possible revision of Policy 1030 on Policy Creation and Review. She stated that there was already a small Policy 1030 for the Board, and this is just an expansion and clarification of why it's important for the Board to review its policy. President Swarthout asked for comments from the Board and stated it will receive a final read at the October board meeting.



7.F. Review of Procedure 2030 - Board Creation and Review of District Governing Board Procedures

President Swarthout stated that Procedure 2030 requires development of a new procedure which is not for Board approval but is asking the Board to comment on. This procedure directs how the president will help the Board develop and maintain a policy and procedure review. It reflects a three-year cycle of sections of policy that will be reviewed on a regular basis, and will reflect “reviewed only,” “revised,” or “new” on each policy so that the public and other Board members can recognize that review has taken place.

7.G. Review of Procedure 2556 – Sexual Misconduct

President Swarthout stated that the federal requirements of The Clery Act and The Violence Against Women Act has resulted in Procedure 2556 changes, and were developed to show a good faith effort to have this done at this point in time. The College has worked with all ten community colleges and attorney Don Peters to help develop a common procedure framework that left enough room to tailor to individual institutions.

Mr. Matteson stated he went over this procedure particularly thoroughly as he wanted to make sure this procedure would be effective, and he felt that it was.

Mr. Winslow asked if the procedure addressed the issue of use of social media as far as sexual harassment. President Swarthout stated it does, but as there are expected revisions to federal laws in the next legislative congressional session, there would most likely be more to address in the area of social media.

Vice President Hatch stated that the stalking definition within the procedure indicates that email, text messages, and other digital correspondences that are unwanted, are addressed through the procedure. President Swarthout stated that this procedure did not go out to the College as the procedure on procedure calls for as it is statutorily required.

7.H. Request to Approve Revision of Policy 1000; Procedure 2000

President Swarthout stated Policy 1000 delegates to the president of the college the authority to see that the procedures, as outlined by the Navajo County Board of Supervisors, are followed in the election of new Board members. There were no suggested changes for this policy. Chair Handorf asked what is done when a board members leaves the Board. President Swarthout stated that another procedure addresses that issue.

Mr. Matteson moved to approve Policy 1000; Procedure 2000. Mr. Peaches seconded the motion. Mr. Lucero abstained. The motion passed with a majority.

7.I. Request to Approve Revision of Policy 1085; Procedure 2010, 2015, 2020, 2025, 2030, 2035



President Swarthout stated there were only minor changes to Policy 1085.

*Mr. Matteson moved to approve Policy 1085 and associated Procedures 2010, 2015, 2020, 2025, 2030, and 2035. Mr. Winslow seconded the motion. **The vote was unanimous in the affirmative.***

7.J. Review of Title III Technology Survey Results

Director Eric Bishop addressed the Board and stated every year Information Services does a technology survey that is presented to the Board for board review. Students, staff, and faculty provide feedback in the survey about technology at NPC and the grant. Although the grant is referred to as Title III, the actual title is Project Eagle in which EAGLE stands for Equitable Access to Gainful Learning Experiences. The key findings are in summary, the first being that connectivity of students and their devices is as important as providing computers to students. Satisfaction of technology by students has been fairly stable for the last four years, and they appear to be more pleased and satisfied with improvements. Teaching and learning are becoming more reliable and it appears as though students and faculty are using technology less at home. Director Bishop reviewed the survey outcomes with the Board.

7.K. Review of NATC Audit

Vice President Hatch reviewed the NATC financial statement audit with the Board. This audit will be folded into the College's financial statements as required by the Office of the Auditor General. Mr. Lucero asked if even though folded into the College's audit, it will still remain separate. Vice President Hatch stated it will remain separate. The College has always treated component units as separate reports.

Mr. Matteson asked if the utilization of the cash balance was a reflection of contracts that were recently issued. Vice President Hatch stated it is a reflection of the costs associated with the Greater Arizona Development Authority (GADA) loan repayment. If NATC didn't have the loan repayment, the cash would not go nearly as quickly, and is close to being balanced, but the outstanding \$300,000 for the loan is being paid. Mr. Matteson asked if the recent contracts that were issued were all funded from the state money. Vice President Hatch stated they were, and that accounting actually shows up in the College's statements because the money was given to the college and is expended out of college funds.

7.L. Review of Student Progress and Outcomes Report

Vice President Vest stated that four years ago all of Arizona community colleges came together and agreed upon a set of 30 key performance indicators that would be evaluated each year. There's not a lot of longitudinal data from this yet. The summary says two reports are attached, but only student outcomes and progress reports were actually attached. What was missing was the district outcomes report. Mark Vest had Vice President Hatch pull up this report on the screen and went over it with the Board. Vice President Vest stated that the District outcomes report is a better one as it pulls NPC's data out and compares it on average to other Arizona colleges.



Mr. Matteson stated in reading the first report he felt the data was so aged that it was nearly meaningless, as well as disappointing as NPC didn't look too good on paper at that time.

Vice President Vest stated that it's clear that the College has made some significant progress in some areas. He reminded the Board that the key performance indicators were agreed upon by all the community colleges but some indicators don't have a lot of relevance to the College. NPC's university transfer numbers are going to be lower than other community colleges in urban areas and wealthier counties. President Swarhout pointed out that this District is the only district that does not have a physical university present within its boundaries.

Vice President Vest reviewed the almost 18% decline in enrollment at community colleges across the state with the Board.

7.M. Executive Session

As allowed in ARS 38-431.03(A)(3) and ARS 38-431.03(A)(3) the Board moved into executive session at 11:25 a.m. upon a *unanimous vote in support of a motion by Mr. Matteson and a second by Mr. Lucero.*

The Board moved out of executive session at 12:22 p.m. *upon a unanimous vote in support of a motion by Mr. Matteson, and a second by Mr. Lucero.*

Chair Handorf called the Board back into regular session at 12:57 p.m.

7.N. Request to Approve Apache County Intergovernmental Agreement

President Swarhout stated next on the agenda was a request to approve the Apache County IGA.

Mr. Winslow made a motion that NPC administration continues negotiations with Apache County with the goal of a signed IGA by October 14, 2014 in preparation for District Governing Board action at their October 21 meeting. In absence of a signed IGA by October 14, 2014 NPC will have no option but to phase out services in Apache County. Mr. Lucero seconded.

Mr. Lucero stated he was voting for the motion but wanted to note that he thought that time-frame should be shorter since Navajo County money is being spent in Apache County with no hope of recovery without an IGA.

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 is in process of redesigning and implementing a new strategic planning and operational planning process. SPASC has begun informing the College at the end of each meeting of changes, decisions, and progress. Criterion teams are assigned to each of the Higher Learning Commission criteria to evaluate the College on compliance in each criterion and also to make recommendations on how the College can strengthen the College position in



relation to the criteria. Criterion I, related to college mission, made a report stating that the College is in compliance but that there are things to be done to improve. A series of recommendations were sent to President Swarthout. One of the recommendations was that the Board review the mission once every two years at the spring retreat.

Also, the Quality Initiative requirement for the accreditation cycle is being implemented. SPASC has identified and invited a Quality Initiative Writing Team to the upcoming SPASC meeting on Friday. A timeline and general direction for the writing team will be discussed at that meeting.

Mr. Winslow asked if the QI writing team is made up of College employees. Vice President Vest stated it was, and that participation requests were made from across the College. The team is composed of new and veteran employees from multiple locations and includes both faculty and all levels of staff. Mr. Winslow asked if it is in fact a design team. Vice President Vest stated it was. Mr. Winslow asked how completing this project relates to the next budget cycle. Vice President Vest stated that the Quality Initiative will not take place only during one budget cycle, as it will be a multi-year effort. It's too early to know whether or not the implementation will be done by the upcoming budget cycle, but SPASC certainly would hope to have a finished product from the writing team prior to the holidays.

President Swarthout stated another piece that may have impact on the budget cycle for several years is the College has been accepted in the Higher Learning Commission Completion and Retention Academy, which is a four year effort.

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

President Swarthout stated the Leadership Academy participants will start Friday. There were fifteen applicants, and ten were randomly chosen. All ten participants will attend a Board meeting as part of the Academy.

NPC has become a dues paying member of the Navapache Administrators Association. Matt Weber from NAVIT and President Swarthout will be co-presenting on high school to college topics. It is very positive to be at the table with superintendents from Navajo and Apache Counties.

Pedal the Petrified is on Saturday, there are 97 riders registered.

President Swarthout wanted to note that with the recent passing of Senator Crandell, the welding staff produced a memorial for Senator Crandell that was beautifully done. President Swarthout passed around a picture of the memorial to the Board.

8.C. *Agenda Items/Informational Needs*

Mr. Lucero requested the auto shop lease in Show Low and the NATC lease be put on the agenda under planning in October. Mr. Lucero stated he will write up a summary and send it to Lisa Jayne for the Board packet before the next meeting. Mr. Winslow requested a report on the College Bound scholarships.



Agenda Item 9: Board Report/Summary of Current Event

Mr. Matteson thanked Dr. Swarthout for having the right-of-way cleaned up in front of the White Mountain Campus. Chair Handorf stated the fall festival will be the last Saturday of the month in Pinetop, and will include the chorale, a car show, and a parade.

Agenda Item 10: Announcement of Next Regular Meeting: Board Retreat October 15, 2014 at SCC Performing Arts Center, DGB October 21, 2014.

Agenda Item 11: Adjournment

The meeting was adjourned at 12:39 p.m. upon a motion by Mr. Winslow, a second by Mr. Lucero, and a unanimous affirmative vote.

Respectfully submitted,



Lisa Jayne
Recording Secretary to the Board

