

# Navajo County Community College District Governing Board Meeting Minutes

May 15, 2012 – 11:00 a.m.

2251 East Navajo Boulevard, Holbrook, Arizona, 86025

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**Governing Board Member Present:** Bill Jeffers, Ginny Handorf, Louella Nahsonhoya, E.L. “Dusty” Parsons and Daniel Peaches.

**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, Kristin Thomas.

**Others Present:** Ann Hess, Everett Robinson, Peggy Belknap, Stuart Bishop, Dave Roberts, Teri Walker, Ina Sommers, Maderia Ellison, Brian Burson, Tamara Martin, Beulah Bob-Pennypacker, Laurie Justman, Cammie Darris, Melissa Luatua, Joyce Hunt and Matt Weber.

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

Chairman Jeffers called the meeting to order at 11:02 a.m. Ms. Nahsonhoya led the Pledge of Allegiance.

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

Chairman Jeffers requested executive session for the President’s evaluation be moved to the last agenda item. Mr. Peaches moved to adopt the agenda as presented with requested change. Ms. Nahsonhoya 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**

Mr. Hatch reported that through March 75% of the budget period has expired. Mr. Hatch reported March property tax receipts total approximately \$581,000 and are on target with 70% collected. Mr. Hatch reported tuition and fees are on target at 71% collected. Mr. Hatch added that he anticipates a bump in revenue for April and May and very little activity in June. Mr. Hatch stated the expenditures are 68% and lower than targeted but are expected to be at 95% by year-end. Mr. Hatch reported there is 54%, approximately \$2 million, remaining in unrestricted plant fund capital expenditures. March was a negative cash flow month. Mr. Hatch reported the restricted fund is on target with 94% total revenues and 88% total expenditures. Mr. Hatch reported auxiliary fund revenues and expenditures are at 58%. Mr. Hatch noted as a reminder the transfer from the general fund is at 63%. Mr. Hatch reported that net cash for all activities year to date is approximately \$3.7 million.

### **4.B. – NPC CASO – Ina Sommers**

CASO President Ina Sommers reported that the annual CASO Non-Food Drive conducted at the NPC spring picnic was a success and brought in a conservatively estimated \$3,300 worth of non-food items. These items will be distributed to the Hope Center in Whiteriver. Candy sales continue to be a success in funding student scholarships. Ms. Sommers reported that CASO will award \$1,235 to staff for professional development. Ms. Sommers reported CASO delegates do not meeting during the summer months. Ms. Sommers reported that the CASO silent auction is scheduled for the fall convocation to raise money for an emergency fund to benefit students at risk. The CASO retreat is in October 2012.





#### **4.C. – NPC Faculty Association – Brian Burson**

Mr. Burson reported during the last Faculty Association meeting slight changes to the laws passed; replace the position of president elect with vice president and the officers can run for multiple terms. Kenny Keith will assume the Association Presidency in fall, and Brian Burson has been elected Vice President. Mr. Burson stated there will be no faculty report for the June meeting.

#### **4.D. – NPC Student Government Association- Melissa Luatua**

Ms. Luatua reported new SGA officers have been elected; President, Wendy Shepard and Vice President Tammy Pete both from Silver Creek Campus and Secretary Amber Rhodes from Painted Desert Campus. Ms. Luatua reported the University road trip was a success with students in attendance from all four campuses and two centers. Ms. Luatua read a letter of appreciation from a Springerville student. Ms. Luatua noted the students would greatly benefit to have more time in each university community with multiple transfer options. Ms. Luatua announced she plans to propose a rotating list of universities to visit for the annual road trip. Ms. Luatua announced a visit is planned on September 20 to the University of New Mexico.

#### **4.E. – NPC Foundation- Lance Chugg**

Mr. Chugg reported the annual golf tournament is on August 17, 2012 at the Silver Creek Golf Course in White Mountain Lakes. Mr. Chugg reiterated the lines of communication are open and requested contact if there are any questions regarding the NPC Foundation.

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

Ms. Handorf asked if more Northeastern Arizona Law Enforcement Training Academy Intergovernmental Agreements will be presented for approval. Dr. Swarthout confirmed, yes, they are presented for approval with each entity submission. Ms. Handorf moved to approve the Consent Agenda, as presented. Mr. Peaches seconded the motion. *The vote was unanimous in the affirmative.*

#### **Consent Agenda (Action):**

- A. April 17, 2012 General Board Meeting Minutes
- B. Intergovernmental Agreement Re: Northeastern Arizona Law Enforcement Training Academy between City of Show Low and Navajo County Community College District.

#### **Agenda Item 6: Old Business**

None.

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

##### **7.A. – Request to Approve 2012-13 Adjunct Faculty Wage Increase – Vice President Hatch**

Mr. Hatch reported staff did not address adjunct faculty pay wages during the wage and salary discussion at April Board meeting. Mr. Hatch stated adjunct faculty pay schedule is three percent increase over current schedule. Mr. Hatch reported since steps do not exist in this schedule an additional \$20 per level is equal to the six percent previously approved by the Board in respect to wage discussion. Professional development participation allows adjunct faculty to advance their level. Mr. Hatch reported the proposed schedule includes Board approved budget assumptions. Mr. Hatch reported the expected budget impact of this recommendation has been factored into the preliminary budget analysis and was combined with the previous overall figure. The isolated figure for three percent increase to adjunct salary/overload is approximately \$60,000. Mr. Parsons asked Faculty Association President Burson if adjunct compensation should be the same as full-time faculty schedule at six percent. Mr. Burson confirmed all wages should be equitable. Mr. Jeffers asked staff the cost is to increase the adjunct pay schedule to six percent. Mr. Hatch stated an additional \$60,000 would be taken from the contingency line. Ms. Handorf clarified \$120,000 total costs for adjunct/overload pay schedule. Mr. Hatch confirmed. Mr. Hatch noted





the comparative wage analysis. Mr. Parsons moved to approve increased adjunct pay schedule at 6% with level one at \$650, level two at \$670 and level three at \$690. Ms. Nahsonhoya seconded the motion. ***The vote was unanimous in the affirmative.***

***7.B. – Request to Approve a Facility Lease for Automotive Instruction – Vice President Hatch***

Mr. Hatch reported that based on new legislation NAVIT will be penalized if they continue to directly hold a lease; Northland Pioneer College requests to take primary lease position in the facilities currently leased by NAVIT to conduct the automotive program in Show Low. Mr. Hatch reported all operational costs remain equally divided as stated in existing agreements. Mr. Hatch reviewed lease details. Mr. Jeffers commented that lease seems expensive. NAVIT Superintendent Weber confirmed the cost to both NAVIT and NPC do not change with the responsibility of lease primary position shift. Mr. Weber commented the original lease may be renegotiated in February 2014 to current market value. Mr. Parsons moved to approve the lease as presented. Ms. Handorf seconded the motion. ***The vote was unanimous in the affirmative.***

***7.C. - Request to Approve a Facility Lease for Welding and Cosmetology Instruction- Vice President Hatch***

Mr. Hatch reported that based on new legislation Northland Pioneer College requests to take primary position in facilities currently leased by NAVIT in Apache County for welding and cosmetology instruction. Mr. Hatch reviewed lease details. Mr. Hatch reiterated all operational costs remain equally divided as stated in existing agreements. Ms. Nahsonhoya moved to approve the lease as presented. Ms. Handorf seconded the motion. ***The vote was unanimous in the affirmative.***

***7.D. – Request to Award Contract for the Site Improvements at White Mountain Campus- Vice President Hatch***

Mr. Hatch reviewed previous District Governing Board meeting discussion details in respect to White Mountain Campus parking, roadway and lighting concerns. Mr. Hatch commented the Board approved this project during March 20, 2012 general meeting. Mr. Hatch reviewed the architect DLR Group's letter regarding bids; which were opened on May 10, 2012. Staff recommends award to the low bidder, McCauley Construction Inc. Winslow at a price of \$2,194,581.86. Construction will be completed in three distinct phases to minimize impact on students and will be completed in approximately four months. Mr. Jeffers asked if all permits have been obtained. Mr. Hatch confirmed and noted the college is working very closely with the city of Show Low and the community members. Mr. Hatch stated a public zoning meeting is scheduled on May 29. Mr. Peaches moved to award the contract as presented. Ms. Handorf seconded the motion. ***The vote was unanimous in the affirmative.***

***7.E. – Request to Accept the Audited Annual Budgeted Expenditure Limitation Report (ABELR)- Vice President Hatch***

Mr. Hatch reported the ABLER has been audited by the Office of the Auditor General, they have since agreed to sign the enclosed report as presented. Mr. Hatch reported the details of 2010-11 ABLER are as follows: expenditure limitation is approximately \$17 million, total amount subject to expenditure limitation is approximately \$15 million, less expenditures of monies received from workforce development (pursuant to ARS 15-1472) in the amount of \$386,743.00. The total amount under the expenditure limitation is \$2,347,781.00. Mr. Hatch reported approximately \$2.5 million will carry forward. Mr. Parsons moved to accept the request as presented. Mr. Peaches seconded the motion. ***The vote was unanimous in the affirmative.***

***7.F. - Request to Accept 2011-2012 Strategic Planning Annual Report- President Swarthout***

Dr. Swarthout presented the staff's request to accept the annual strategic planning report. Dr. Swarthout explained that the annual report is a summary review of college accomplishments for the year that relate strictly to the strategic plan. Dr. Swarthout highlighted Pillar 6 and noted the budget reductions have had a significant impact on the accomplishments of the institution and now the college is positioned to aggressively address the facility issues and deferred maintenance projects; these accomplishments are a result of cooperation from the entire





college and wise resource planning. Ms. Handorf moved to accept the annual strategic planning report as presented. Mr. Peaches seconded the motion. *The vote was unanimous in the affirmative.*

**7.G. – 2012-15 Northland Pioneer College Strategic Plan (First Read)- Director Bishop**

Mr. Bishop reported the updated 2012-15 Strategic Plan is the result of SPASC and entire college. The structure is the same with the exception of the adjustment to each Pillar Priority One directly related to student success. Mr. Bishop noted the Presidential Strategic Initiative to determine and implement initial performance metrics for student success. Mr. Bishop reported Pillar Two has been completely revised. Pillar Six has many changes as well. There are minor changes to Pillars three, four and five. Dr. Swarouth commented that the Open Pathways new accreditation model and criteria are a high priority. Dr. Swarouth stated that Student Success and definition as such is a focus on the national agenda and therefore the college needs to establish metrics to respond when requested to do so. Dr. Swarouth added the 2012-15 Strategic Plan will be presented at June District Governing Board meeting for final approval.

**7.H. – Enrollment Report- Vice President Vest**

Mr. Vest stated in the future a longitudinal graph to indicate enrollment changes over time according to location will be provided. Mr. Vest noted the developing student success metrics will also be incorporated into this report in the future. Since the state has moved away from FTSE funding model we plan to adjust our reporting accordingly by increasing analysis of retention and completion. Mr. Vest commented, as anticipated, NPC enrollment is flat as a result of diminished capacity in respect to third party funding and higher education state funding. Mr. Vest reported the enrollment reduction is based largely on a shift in full-time students versus part-time students as a result of the absence in ability to self-pay.

**7.I. – President's Evaluation Process NPC Procedure 2045- Chairman Jeffers**

*Executive Session A.R.S. 38-431.03 to be conducted pending completion all business on agenda as moved to do so prior to adoption of agenda.*

**Agenda Item 8: Standing Business**

**8.A. – Strategic Planning and Accreditation Steering Committee (SPASC) Report – Director Bishop**

Mr. Bishop reported that SPASC is currently on hiatus and will reconvene in August. Mr. Bishop reported that he will examine the revised 2012-2015 Strategic Plan, which was presented today as a first read. Mr. Bishop will continue to work with Pillar Leads to effectively incorporate the Open Pathways new accreditation model and criteria into the Strategic Plan.

**8.B. – Human Resources Update – Dan Wattron**

Dan Wattron, Human Resources Director, reported that four positions have been filled: Maintenance Supervisor, Tim DeWitt; Document Management Technician, Denis Nichols; Faculty in Biology, Patricia Lopez; Apache County Coordinator, Tamara Martin. Mr. Wattron reported that 7 faculty and staff positions are in process. Mr. Wattron reported that Joyce Hunt, Payroll Supervisor has been named the April Employee of the Month with 32 years of service to Northland Pioneer College.

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

None

**Agenda Item 10: Announcement of Next Regular Meeting: Tuesday, June 19, 2012.**



**7.I. – President’s Evaluation Process NPC Procedure 2045- Chairman Jeffers  
Executive Session A.R.S. 38-431.03**

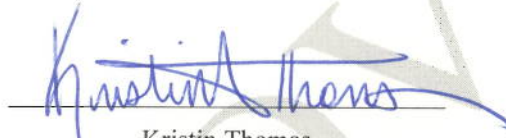
Mr. Peaches moved to begin executive session to conduct President’s Evaluation Process. Ms. Nahsonhoya seconded the motion. *The vote was unanimous in the affirmative.*

Ms. Handorf moved to approve the President’s Performance Evaluation and Contract as discussed in Executive Session; written as expressed. Ms. Nahsonhoya seconded the motion. *The vote was unanimous in the affirmative.*

**Agenda Item 11: Adjournment**

*The meeting was adjourned upon a motion by Ms. Handorf, a second by Ms. Nahsonhoya and a unanimous affirmative vote.*

Respectfully submitted,



Kristin Thomas  
Recording Secretary to the Board



Bill Jeffers  
Chairman



Ginny Handorf  
Board Secretary

