

Navajo County Community College District Governing Board Meeting Minutes

June 19, 2012 – 10:00 a.m.

2251 East Navajo Boulevard, Holbrook, Arizona, 86025

Governing Board Member Present: Bill Jeffers, Ginny Handorf 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, Eric Henderson, Ina Sommers, Maderia Ellison, Linda Kor, Kristen Williams, Jake Hinton, Beulah Bob-Pennypacker, Danielle Gasco, Melissa Luatua, Carol E. Stewart and Matt Weber.

Agenda Item 1: Call to Order and Pledge of Allegiance

Chairman Jeffers called the meeting to order at 10:02 a.m. Mr. Peaches led the Pledge of Allegiance.

Agenda Item 2: Adoption of Agenda

Mr. Peaches moved to adopt the agenda as presented. Ms. Handorf 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 April 83% of the budget period has expired. Mr. Hatch reported primary property tax receipts are 81% collected which is lower than April 2011 at 84%. Mr. Hatch stated his expectation is that May revenues will be increased by approximately 2 million dollars. Mr. Hatch reported the fourth quarter of state aid has been collected. Mr. Hatch reported tuition and fees are on target at 85% collected. Investment earnings are unexpectedly ahead of target at 97%. Mr. Hatch stated total revenues are on target at 95%, and no additional state aid or out-of county reimbursement will be received. Mr. Hatch reported the general unrestricted fund is at 75%. Mr. Hatch reported the capital expenditures in the unrestricted plant fund are at 61%; as of today Mr. Hatch projected the total amount expended is 80% and will be in the 95% by fiscal year end.

April was a positive cash flow month. Mr. Hatch reported the restricted fund is in excess at 113% as a result of unanticipated Pell funding; total expenditures are 92%. Mr. Hatch reported auxiliary fund revenues and expenditures are at 62%. Mr. Hatch noted, as a reminder, the transfer from the general fund is at 62%. Mr. Hatch projected ending near the 75% for current fiscal year. Mr. Hatch reported that net cash for all activities year to date is approximately \$6.9 million which will decline in the next two months. In the event all property taxes are not received, Mr. Hatch stated the tax requirement does not diminish but instead it rolls over and required tax funds are eventually collected.

4.B. – NPC CASO – Ina Sommers

CASO President Ina Sommers provided a recap of CASO by-laws: 1.) Foster collegial relationships, 2.) Provide professional development opportunities, 3.) Publish accomplishments of staff and recently extended to entire college, 4.) Community Service, 5.) NPC Student Scholarships, Ms. Sommers reported CASO delegates do not meet 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.

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Northland Pioneer College

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4.C. – NPC Student Government Association- Melissa Luatua

Ms. Luatua reported Student Government's departure date is June 29th for the trip to Costa Rica. All of the participants are looking forward to this experience abroad and upon return the students plan to share how it has enriched their life. The annual basketball tournament is slated for September 22 and 23 in the Holbrook High School gym.

4.D. – NPC Foundation- Lance Chugg

No Report

Agenda Item 5: Consent Agenda

Chairman Jeffers requested Item G be removed from the consent agenda. Mr. Peaches moved to approve the Consent Agenda with the removal of Item G. Ms. Handorf seconded the motion. *The vote was unanimous in the affirmative.*

Chairman Jeffers requested President Swarthout explain Item G. President Swarthout stated that the first Northeastern Arizona Law Enforcement Training Academy Intergovernmental Agreement was approved during the DGB meeting in May 2012. Dr. Swarthout reported the remaining entities who plan to participate in the Law Enforcement Training Academy are listed in the current consent agenda; all entities follow the same template. Director of Public Safety, Stuart Bishop, has reviewed each Intergovernmental Agreement with respective entity. 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. May 15, 2012 Study Session Minutes
- B. May 15, 2012 Truth in Taxation Public Hearing Minutes
- C. May 15, 2012 Proposed 2012-2013 Budget Public Hearing Minutes
- D. May 15, 2012 Special Meeting Minutes
- E. May 15, 2012 Regular Meeting Minutes
- F. May 15, 2012 Executive Session Minutes
- G. 2012-2013 Northeastern Arizona Law Enforcement Training Academy Intergovernmental Agreements between the Navajo County Community College District and Navajo County, Apache County, St. Johns, Springerville, Eager, Winslow, Holbrook, Snowflake/Taylor, Pinetop/Lakeside
- H. 2012-2013 Dual Enrollment Intergovernmental Agreements between the Navajo Community College District and Round Valley USD. No. 10, St. Johns USD No. 1, Heber-Overgaard USD No. 6, Snowflake USD No. 5., Sanders USD No. 18, Whiteriver USD No. 20

Agenda Item 6: Old Business

None.

Agenda Item 7: New Business

7.A. – Resolution Calling for Election of District Governing Board Members – Chairman Jeffers

Chairman Jeffers read aloud the Resolution calling for Election of District Governing Board positions for District #2, expiring on November 6, 2012; District #3, expiring on December 31, 2012. Mr. Peaches moved to approve the Resolution calling for Election of District Governing Board Members. Ms. Handorf seconded the motion. *The vote was unanimous in the affirmative.*

7.B. – Request Approval to Continue Contracting with Corder Community Services – Vice President Hatch

Mr. Hatch stated the staff recommendation to approve and continue contracting with Corder Community Services for security at a total annual cost not to exceed \$75,000 which represents 8 months of service. Mr. Hatch reported the



uniformed security presence occurs when Fall and Spring classes are in session during the hours of 5:30-10:30 pm Monday through Thursday. Additionally, security services are provided during evening Performing Arts Center events on the Silver Creek Campus. Students, faculty, staff and community members give positive reports on the unarmed uniformed security presence.

Mr. Hatch stated the cost of security services is approximately \$2,000 per month at each campus. Late night surveillance at the WMC costs an additional \$600 per month. Either portion of the contract can be canceled at any time. Chairman Jeffers asked if there is another security provider located in the area to compare services with. Mr. Hatch responded no, not of this caliber, not in the area. Mr. Hatch added Corder Security employees are high quality trained professionals who are instructed to contact local law enforcement should there be a need to do so. Mr. Peaches moved to approve the contract as presented. Ms. Handorf seconded the motion. *The vote was unanimous in the affirmative.*

7.C. - Request to Accept Updated Exhibits to Intergovernmental Agreement with NAVIT- Vice President Hatch

Mr. Hatch requested the acceptance of the existing Intergovernmental Agreement with NAVIT including updates to Exhibit A and Exhibit C. Mr. Hatch reported Exhibit A details estimated expenditures for the current year and Exhibit C lists the courses offered. Mr. Hatch stated the agreement is effective July 1, 2010- June 30, 2015. Mr. Hatch reiterated all operational costs remain equally divided as stated in existing agreement. NAVIT Superintendent Weber added Exhibit B and Exhibit D do not apply to this area which is why they are not included in the annual review and update. Ms. Handorf moved to approve the request as presented. Mr. Peaches seconded the motion. *The vote was unanimous in the affirmative.*

7.D. – Request Approval of Grant Renewal for Navajo Nation Regional Partnership Council of First Things First - Vice President Vest

Mr. Vest reviewed the grant renewal for Navajo Nation Regional Partnership Council of First Things First (FTF). Mr. Vest reported this is the third year of the First Things First grant. The award period for the contract is July 1, 2012-June 30, 2013. Mr. Vest stated the total award amount is \$296,874 which is an increase from the \$160,458 awarded in year two of the grant. Mr. Vest noted that Claude Endfield, Chair of Early Childhood Development, will continue to direct grant activities. The goal of the contract is to prepare childcare workers to obtain the Child Development Associate (CDA) credentials. Mr. Vest reported student interest and regional partnership council is pleased with grant program outcome. Mr. Vest added the FTF grant has assisted 55 Navajo Nation student participants in this program. Mr. Peaches moved to approve the request as presented. Ms. Handorf seconded the motion. *The vote was unanimous in the affirmative.*

7.E. – Request to Adopt the 2012-15 Strategic Plan- Director Bishop

Mr. Bishop, Strategic Planning Accreditation Steering Committee Chair, stated the college's strategic plan is revised annually. Mr. Bishop noted in May 2012 the staff presented a summary of accomplishments for the Strategic Plan year 2011-2012 and revised 2012-2015 Strategic Plan as a first read. Mr. Bishop noted no changes have been requested with the exception of a Key to Abbreviations. Mr. Bishop highlighted the consistency of priority one across all six pillars focusing on student success as well as substantive changes to most pillars. Ms. Handorf moved to adopt the Northland Pioneer College Strategic Plan 2012-2015 as presented. Mr. Peaches seconded the motion. *The vote was unanimous in the affirmative.*

7.F. - Quarterly Information Services Report – Director Bishop

Mr. Bishop highlighted the major Information Services (IS) Initiatives. Mr. Bishop reported the year-long Jenzabar Remediation Project is making significant progress towards improving college systems to better suit internal needs. Mr. Bishop noted IS has been documenting and diagramming current business processes in place to explain what positive changes have been made to promote a better student experience. Mr. Bishop reported the second major highlight is the NPC and Navajo County resource sharing IGA, established January 2011, has been implemented.



NPC is receiving benefit by adding network redundancy as a result of shared County facilities. Mr. Bishop noted network redundancy is outlined in project EAGLE. Mr. Bishop reported the benefit to Navajo County is facility use in Show Low, Snowflake, Winslow and Dry Lake to support County community services. Mr. Bishop reported the third significant highlight is to network upgrades which resulted in improvements to wireless internet coverage, network configuration issues, conducted network audit, replaced equipment as well as installation of generators at remote sites; all of which support Project EAGLE. Mr. Bishop reported two new Information Services positions are posted: Database Administrator and Lead Systems Analyst. Mr. Bishop noted in excess of 60 either active or scheduled upcoming projects. Mr. Bishop added a major upcoming goal is Information Technology Governance to develop a framework on managing services and risk management investment.

7.G. – NPC Spring 2012 Alumni Award- Ann Hess and Carol Stewart

Ann Hess, NPC Marketing Director recognized Justin Tafoya, a Spring 2008 graduate of Northland Pioneer College's nursing program who is now giving back to his community and nation as a Commissioned Health Corps Officer stationed at the Indian Health Services Hospital in Whiteriver. Ms. Hess reviewed a lengthy list of Mr. Tafoya's outstanding health service accomplishments and community enrichment achievements. Mr. Tafoya expressed that he is greatly honored to be named the NPC Spring Alumni for serving his community through his education and life experiences, especially in respect to his family history.

7.H. – NPC Student Orientation- Dean Hinton

Mr. Hinton reported recent student satisfaction surveys show that students remain highly unaware of the variety of student success options currently provided to NPC students. Mr. Hinton stated Fall 2012 marks a turning point for NPC students. Student services has taken critical steps to promote student success; to lay a strong foundation of understanding and available resources to develop and apply lifelong learning skills. Mr. Hinton stated Student Orientation Advisement and Registration (SOAR) is mandatory for new students and current students with less than 12 credit hours. SOAR sessions will begin Summer 2012 and every Fall and Spring semester to follow. Mr. Hinton reported there are 45 sessions offered at all campuses and centers. The orientation is a non-credit session and provided at no cost to the student. SOAR sessions are 2.5 hours ending with a campus tour and an opportunity to meet with an NPC Adviser. SOAR is mandatory because if optional it may limit the individual students rate to succeed.

Mr. Hinton reviewed a brief list of areas covered in SOAR. Prior to SOAR sessions "Train the Trainer" is a required half-day session to teach all 19 facilitators including faculty, staff, and advisers college wide the most consistent approach to college processes and student services. Mr. Hinton added an ongoing assessment of SOAR will be documented and shared as this critical new program is ongoing. The purpose of SOAR is build a foundation for student success to lead to student retention. Mr. Hinton referenced the SOAR guidebook with a wealth of resources for student success, for example defining the difference between high school and college life. Mr. Hinton noted there is ample opportunity for students to register and participate in SOAR.

Agenda Item 8: Standing Business

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

No Report.

8.B. – Human Resources Update – Vice President Hatch

Mr. Hatch reported 4 positions have been filled. Mr. Hatch noted 3 positions have completed process and have offers pending . Mr. Hatch stated interviews have been scheduled for approximately one-third of remaining open positions therefore leaving 5 positions moving towards interview.

8C. Request to Approve Program Deletion: CP in Computer Information Services (CIS) Effective Fall 2013- Vice President Vest

Mr. Vest reported the requested program for deletion is dormant since the grant funding has ended. Mr. Vest stated this program did not ever flourish at any community college where it was available. These courses are not currently



offered in catalog. The program grant was offered by Arizona Commerce Authority and IBM. Mr. Bishop, having taught the classes, stated the prerequisite with a programmer background made it difficult to enroll students. Mr. Bishop stated NAVIT students did take an interest in CIS and some completed it, however, the program would be difficult to sustain over time. Mr. Bishop noted NPC had more students complete the program than Maricopa Community College. Ms. Handorf moved to approve the request as presented. Mr. Peaches seconded the motion. *The vote was unanimous in the affirmative.*

Agenda Item 9: Board Report/Summary of Current Event

Ms. Handorf announced she has been elected to serve as the President of the Arizona Association of District Governing Boards.

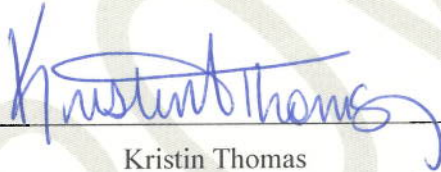
Mr. Peaches shared that while in Kayenta he attended a fascinating informational session on the technique of the Navajo Codetalker.

Agenda Item 10: Announcement of Next Regular Meeting: Tuesday, August 21, 2012.

Agenda Item 11: Adjournment

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

Respectfully submitted,



Kristin Thomas
Recording Secretary to the Board



Bill Jeffers
Chairman



Ginny Handorf
Board Secretary

