

Navajo County Community College District Governing Board Meeting Minutes

September 18, 2012 – 10:00 a.m.
Painted Desert Campus, Tiponi Community Center
2251 East Navajo Boulevard, Holbrook, Arizona

Governing Board Member Present: Mr. Bill Jeffers, Ms. Ginny Handorf, Mr. Daniel Peaches.

Absent: Mr. Dusty Parsons, Ms. Louella Nahsonhoya

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: Dave Roberts, Melissa Luatua, Wendy Shepard, Doug Brimhall, Matt Weber, Stuart Bishop, Karl Derran, Kenney Keith, Francie Payne, Frank Lucero, Peggy Belknap, Ann Hess, Beulah Bob-Pennypacker, Tamara Martin, Everett Robinson, Jake Hinton, Steve Peck, Maderia Ellison.

Agenda Item 1: Call to Order and Pledge of Allegiance

Chairman Jeffers called the meeting to order at 10:04 a.m. Ms. Handorf led the Pledge of Allegiance.

Agenda Item 2: Adoption of Agenda

Chairman Jeffers introduced Frank Lucero, the new NPC Board Member for 2013 for District 3. 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

Financial Position – Vice President Hatch

Vice President Hatch went through the financial report with the Board, there being only one month of the fiscal year to report on. In the General Unrestricted Fund the primary tax levy has only brought in about \$93,000, which is about 1% of projected, and is significantly lower than what it has been normally. YTD there is \$123,000 on collections. As seen in the last couple of years, people are paying their taxes at the point that it's due.

In the General Unrestricted Fund what has driven revenue is State aid; maintenance and operations and equalization. The first quarterly payment of state aid has been received. Grants and contracts area has also increased, being at 22%. Total revenue for the General Fund is at 10%. After transfers, expenditures are typical for July. For the General Fund expenditures are at 5% or just under \$1.2 million.



The **Unrestricted Plant Fund's** only revenue stream, as has been the case for several years, is transfers from the General Fund. \$11 million has been budgeted to transfer from the General Fund this year. For July that was just over \$900,000. That will continue to happen throughout the fiscal year.

Expenditures for the month of July are relatively low. That is primarily due to timing. As of today, just under \$2 million has been spent in the Capital Expenditure Fund, which is about 18%. That is on target.

The **Restricted Fund**, as usually seen in July, shows fairly small activity, just 2% expenditures, and in order to balance expenditures with revenues \$13,000 has been transferred from the General Fund into the restricted fund. The **Auxiliary**, in order to balance the 3% of expenditures just over \$6,000 has been transferred from the General Fund.

Vice President Hatch noted that the budget shows the College has budgeted to expend more this year than the amount of revenues collected, and wanted to show the net cash for the month and fiscal year is about \$1 million. The College has budgeted to expend from fund balance just over \$8.5 million. The College will track how much is being required and will be noted in the financial report. Vice President Hatch stated that he did not anticipate the College would expend the entire \$8.5 million because of the contingency budget. The College may end up between 80% and 85% of that \$8.5 million actually being required, unless something unforeseen comes about.

NPC CASO – Ina Sommers
None.

Faculty Association-- Kenny Keith

Kenney Keith stated in regards to Shared Governance procedures, committees and subcommittees are in place but are lacking a couple of chairs. In regards to community service, Dr. Mike Solomonson was a judge for the Navajo County Pageant and numerous CTE and department faculty and members are helping Catalyst employees with resumes and application skills. Tickets are on sale for the fall musical, AIDA, in November. Frank Pinnell, NPC Welding Instructor, is working with Skills USA on the leadership conference coming up on October 22. The faculty is very excited about the Holbrook Skills Center coming to fruition.

NPC Student Government Association- Melissa Luatua

Melissa Luatua presented Wendy Shepard, the President of SGA to the Board. Ms. Shepard stated that the first SGA meeting is scheduled this Friday in Video 1 from 2 to 4pm. The Outdoor Club is being put together and the banner is done and SGA is promoting it at campuses and centers. The SGA 3rd Annual Basketball Tournament will be at Holbrook High School Gym October 20 and 21. Ms. Shepard invited everyone to attend.

NPC Foundation- Lance Chugg



The Foundation report was heard after the Human Resources report due to Lance Chugg's late arrival. Mr. Chugg stated that the golf tournament fundraiser was canceled due to low turnout and this, he felt, was a reflection of the economic standing of the community, mainly due to Catalyst closing. Mr. Chugg stated a board member had been added to the Foundation Board; Glen Newhart from the Summit Healthcare Foundation. Also, there will be a board appointment from Apache County soon, and it is the Foundation's intention to add a Native American member to the Board. The Foundation lost Mr. Larry Matyas, who passed away recently; Mr. Matyas served as the Foundation's treasurer.

The Foundation's Annual Meeting, which is also a scholarship dinner for recipients, is being organized. Oct 11 and 18 are potential dates and Mr. Chugg invited the DGB to attend. The annual auction will not be scheduled this year but there will be an auction component for the annual meeting to help raise money for scholarships. Mr. Chugg stated the Foundation is working on bringing back Music in the Pines.

Ms. Handorf asked if the Foundation was adding a number of members to the Board. Mr. Chugg stated that presently the Board is below the authorized amount of Board members. Chairman Jeffers asked how many scholarships the Foundation was going to be able to give out this year. Mr. Chugg stated due to the audit expenses that scholarships will be smaller this year, and he is anticipating about 15 scholarships.

Agenda Item 5: Consent Agenda

- A. August 21, 2012 regular meeting minutes, study session minutes, and executive session minutes.
- B. 2012-2013 Dual Enrollment Intergovernmental Agreements between the Navajo Community College District and Hopi Junior/Senior High School, Ganado USD #20, and Blue Ridge USD #32.

Ms. Handorf moved to approve the Consent Agenda as presented. Mr. Peaches seconded the motion. *The vote was unanimous in the affirmative.*

Agenda Item 6: Old Business

A. Request to Approve City of Show Low Drainage Easement

Vice President Hatch stated NPC staff recommends approval of the drainage easement with the City of Show Low. At August's board meeting, the Board had requested staff provide some additional information, particularly regarding future improvements at the location. Mr. Doug Brimhall from TETRA TECH was noted as being present to help answer questions.

Vice President Hatch presented a letter from the City of Show Low to Mr. Brimhall regarding future improvements. Vice President Hatch gave each Board member a copy of the letter. Vice President Hatch stated that the Public Works Director from the City of Show, Mr. William Kopp, indicates that City Code requires that a drainage facility conveying 50cf per second or more is considered public and an easement for the facility is required and that is a condition of our current project permit of site improvements taking place at the White Mountain Campus.



In the letter from the City of Show Low, the City states they cannot currently make a formal commitment for financial participation in any future projects, however they would take a look at it at the time and look at the scope of the project, look at the financial ability of the City to participate and also look at the demonstrated need for the project relative to public benefit for the tax payers.

Chairman Jeffers asked Mr. Brimhall from TETRA TECH about the expected drainage flow that might be expected. Mr. Brimhall stated that it is in excess of 100, around 150 at a hundred year rate.

Chairman Jeffers asked several more questions of Vice President Hatch and Mr. Brimhall from TETRA TECH clarifying the City of Show Low's stance on the easement and liability of maintenance.

Mr. Peaches moved to approve the drainage easement to the City of Show on WMC. Ms. Handorf seconded the motion. *The vote was unanimous in the affirmative.*

Agenda Item 7: New Business

7.A. Request to Approve Withdrawal of Bid for PDC Skill Center Project

Vice President Hatch stated there was a bid opening for the Painted Desert Campus Skill Center Project on September 11. NPC received 12 bids; the firm SDB, Inc. submitted the low bid. SDB did not bid the project properly and have requested to withdraw their bid. Staff recommends the Board allow SDB, Inc. to withdraw their bid. Chairman Bill Jeffers asked Vice President Hatch several clarifying questions about the project bid process.

Ms. Handorf moved to approve SDB, Inc. be allowed to withdraw their bid for the PDC Skill Center Project. Mr. Peaches seconded the motion. *The vote was unanimous in the affirmative.*

7.B. Request to Award Contract for PDC Skill Center Project

Vice President Hatch stated staff recommends the Board award the bid for PDC Skill Center Project to Whiteriver Construction for the low base bid price and all alternates for a total of \$4,898,387 which is within budget. NPC has had positive project relationship with Whiteriver Construction in the past. Vice President Hatch summarized alternates for the Board's information.

Mr. Peaches asked if the agenda needs to list the name of the contractor in question on the agenda. President Swarthout said she would need to check with College Counsel.

Ms. Handorf moved to award the contract for the PDC Skill Center Project to Whiteriver Construction, including alternates 1 through 5, for the amount of \$4,898,387. Mr. Peaches seconded the motion. *The vote was unanimous in the affirmative.*

7.C. Request to Award Contract for 2013 Class Schedules



Vice President Hatch stated a RFP to print, bind, mail prep and deliver 54,000 copies of the Spring and 2013 Class Schedule, 47,500 copies of the Summer 2013 and 54,000 copies of the Fall 2013. Vice President Hatch stated class schedules are an important source of information for students in the communities and they also provide a significant marketing function for the District. The scope and quantities identified in the contract are similar to what has been done in the past with class schedules and the printing and delivery of class schedules is a budgeted item. Only three vendors submitted a packet by due date. The low bid was for option #2, which provides mailing all from Phoenix postal service area. It was submitted by Signature Offset in Tempe, AZ, at a price of \$50,257.18, which does include taxes. Staff recommends that the contract be awarded to Signature Offset for the bid price.

Chairman Jeffers asked about schedules being wasted at the post office as they are frequently thrown away. Vice President Vest stated that there is a problem with smaller PO boxes being too small for the oversized schedules, and the reason NPC uses the oversized schedule is because all of our course content is published in that course schedule. If it is shrunk down into a size that fits into a smaller PO Box it would need to be stitch bound and it significantly increases the cost of the schedule. Vice President Vest said despite the perception of waste this is the cheapest way to deliver a printed schedule to everybody who is a potential student in the service area.

Chairman Jeffers clarified that everyone within Navajo County and Apache gets a copy. Vice President Vest stated that was the case. Chairman Jeffers clarified that cost was \$.30 a schedule. Vice President Vest stated that was the case.

Ms. Handorf moved to award the contract for 2013 class schedules to Signature Offset, option #2 for \$50,257.18. Mr. Peaches seconded the motion. *The vote was unanimous in the affirmative.*

7.D. Request to Approve Board Appointments to NATC Board

President Swarthout stated staff recommends Vice President Hatch, Vice President Vest, and Dean Peggy Belknap be appointed to the NATC Board. On Friday, September 14, the NATC Board that existed voted to accept the new bylaws and associated documents. As a result, there will be three voting members on the Board, and they will all be appointed by NPC. This brings NPC into compliance with General Session Law and College Counsel is preparing a letter to go to the Auditor General's Office regarding compliance.

Chairman Jeffers asked if the NPC members of the NATC Board serve at the will of NPC DGB, and President Swarthout stated that was the case. Chairman Jeffers also asked if adopting the bylaws was the only actions the NATC Board took on Friday and President Swarthout stated it was not. She referenced the other NATC documents the Board had been handed pertaining to NATC, which included altering their bylaws; they did take action on a Promissory Note and a Deed of Trust.

Mr. Peaches asked about making a member someone from the public. President Swarthout stated that could be something the Board could consider for the future. The bylaws specify three members from the College. President Swarthout also stated she is going to move NATC meetings to follow Open Meeting Laws. Chairman Jeffers stated his understanding was that the College needed to provide three representatives, the bylaws does not dictate they be employees



so the DGB Board could then appoint three people from outside the College or one person could be from outside the College as a representative of the College. President Swarthout stated that was the case.

Ms. Handorf asked if the DGB Board would receive a report from the three representatives on the NATC Board. President Swarthout stated there had been discussion about a quarterly report from the three NPC representatives on the NATC Board to the NPC DGB, rather than a monthly one, or perhaps a study session with the DGB Board quarterly. Chairman Jeffers asked some questions about how the new NATC Board will now function.

Mr. Peaches moved to approve the Board appointments of Vice President Hatch, Vice President Vest, and Dean Peggy Belknap to the NATC Board. Ms. Handorf seconded the motion. *The vote was unanimous in the affirmative.*

7.E. Request to Approve Router Purchase

Director Bishop expressed the staff's recommendation that the Board approve networking equipment purchase from World Wide Technology in the amount of \$58,166.59 that is inclusive of tax. The purpose of the equipment is a router that will help support an influx of network connectivity traffic that has increased this semester from last semester to ensure reliable connectivity through the location. There are also two network switches needed to support a server enclosure for WMC to provide critical services to NPC. Chairman Jeffers asked if the purchase went out to bid or if there was only one vendor. Director Bishop stated there was an informal bid as NPC received quotes from multiple vendors, but was priced through a state contract.

Ms. Handorf moved to approve the purchase of networking equipment through World Wide Technology, Inc. in the amount of \$58,166.59. Mr. Peaches seconded the motion. *The vote was unanimous in the affirmative.*

7.F. Request to Approve Document Imaging

Director Bishop stated staff recommends the purchase of Nolij Web, which is a document imaging and workflow solution provider from Jenzabar, Inc., who is NPC's enterprise resource planning provider in the amount of \$340,000 plus any applicable taxes. Throughout the last few months of this year, IS staff and business staff have received presentations from two of Jenzabar's preferred document imaging providers, one is Nolij and one is Feith. Imaging workflow's purpose is to eliminate paper. But it also allows automating some processes to provide better service to students.

Director Bishop referenced the attachment that describes Nolij Web. Director Bishop also requested that the Board consider the two vendors as sole source providers as they integrate completely with NPC's ERP System provided through Jenzabar. ERP support provider was the best solution for synergistic function. NPC did request that both vendors provide pricing through some sort of consortium agreement that was competitively bid and they were bid through GSA. Nolij provided for Solution a GSA pricing schedule and their pricing was shown to be better than what is on the GSA pricing schedule.



Mr. Peaches moved to approve document imaging and workflow solutions from Nolij Web in the amount of \$340,000 plus taxes, and the Board recognizes that Nolij and Feith are sole providers for document imaging based on their partnership with Jenzabar. Ms. Handorf seconded the motion. *The vote was unanimous in the affirmative.*

7.G. Request to Confer Administrative Emeritus Status

Vice President Vest stated that staff recommends approval of emeritus status for Ms. Leslie Collins, Academic Advisor at the WMC. Ms. Collins will be retiring at the end of September. She has been with NPC for twelve years and does not meet the normal emeritus time of service standard, Procedure 2776 does allow the Board to make exceptions if certain criteria are met to the 15 year emeritus status standard and staff is very comfortable that Ms. Collins meets that exception standard.

Mr. Peaches moved to approve Administrative Emeritus status for Leslie Collins. Ms. Handorf 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 – Director Eric Bishop

Director Bishop stated there is no report as SPASC is meeting for the first time this year on September 21st but there will be a report next month.

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

Vice President Hatch went over the Human Resources Update presented to the Board. Faculty in Early Childhood Development has been filled, Betsy Peck started on August 22. She has her bachelors and masters from ASU. Faculty in Cosmetology has also been filled. Stacy Ashcraft started September 17. Stacy has an associate's degree from NPC. The Director of Human Resources position closed August 15, there were 20 applicants and interviews happened September 17. ADOC part-time faculty closes September 21, just one applicant at this time. The remaining positions are either open until filled or will be reposted.

8.B.a. Emeritus Award – Leslie Collins

Dean Jake Hinton-Rivera presented Leslie Collins with an Administrative Emeritus award. Leslie Collins expressed her thanks to the Board.

Agenda Item 9: President's Report

None.

Agenda Item 10: Board Report/Summary of Current Event

Ginny Handorf stated that Alan Maguire walked the AADGB through the timeline and establishments of the new AACPC structure. President Swarthout stated there would be a formal adoption presented to NPC DGB in November, and information would be brought to the Board in October. Mr. Peaches stated his daughter is taking a course at Kayenta Center and she has



expressed that her two instructors have been helpful and friendly. Chairman Jeffers stated it was good to see an NPC presence at the County Fair.

Agenda Item 11: Announcement of Next Regular Meeting: The next regular District Governing Board Meeting is Tuesday, October 16, 2012. There is also a September 27 Board Retreat in Hopi, and an October 5 District Governing Board Third Annual Legislative Summit Meeting in Flagstaff.

Agenda Item 12: Adjournment

The meeting was adjourned at 11:50 a.m. upon a motion by Mr. Peaches, a second by Ms. Handorf, and a unanimous affirmative vote.

Respectfully submitted,



Lisa Jayne

Recording Secretary to the Board



Bill Jeffers
Chairman



Ginny Handorf
Board Secretary

