

# Navajo County Community College District Governing Board Meeting Minutes

October 16, 2012 – 10:00 a.m.

Painted Desert Campus, Tiponi Community Center  
2251 East Navajo Boulevard, Holbrook, Arizona

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

**Staff Present:** President Jeanne Swarhout; Vice President Blaine Hatch; Information Services Director Eric Bishop; Institutional Effectiveness Director Dr. Leslie Wasson; Recording Secretary to the Board Lisa Jayne.

**Others Present:** Melissa Luatua, Wendy Shepard, LaRee Saline, Peggy Belknap, Stuart Bishop, Kenny Keith, Ann Hess, Everett Robinson, Linda Kor, Ken Wilk, Beulah Bob-Pennypacker, Ina Sommers, Eric Henderson, Dave Roberts

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

Chairman Jeffers called the meeting to order at 10:00 a.m. Ms. Nahsonhoya 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**

### ***Financial Position – Vice President Hatch***

Vice President Hatch presented the financial position report for the first two months of the fiscal year. The College currently is at 17% of budget period expired. Primary tax levy for the month of August was just over \$30,000 which is somewhat lower than normal. The College is just under 1% collected, whereas 2% would be more typical for this point in the fiscal year. Vice President Hatch stated that he would anticipate seeing more taxes collected in November than in October.

Tuition and fees is at 15% collected which is typical. Investment earnings are ahead of expected at 25% collected. For the month of August revenues were less than what was taken in in-total after transfer from General Fund. The General Fund is at \$1.1 million actual revenues year-to-date which is 7%, compared to expenditures through the first two months at 12%, about \$2.8 million.



\$8.6 million budgeted of unrestricted fund balance. At this point the College has utilized just under \$1 million in the first two months of the year; about 11%. This is about \$2 million in arrears in cash flow, and is to be expected at this time of year. The restricted fund has about \$1.2 million of expenditures primarily related to Pell Grant awards. As the Pell Grants get reimbursed the fund will then balance out.

Unrestricted Plant Fund has \$11 million budgeted to come from the General Fund this year. Expenditures in the first two months were just over \$1.1 million, which is about 10%.

Revenues are slightly ahead of expenditures in the Auxiliary fund and this is related specifically to bookstore revenues that are coming into the fund.

Ms. Handorf asked Vice President Hatch if it was typical for Pell Grants to be advanced to the students by NPC and then reimbursed by the Pell Program at a later date. Vice President stated that was the case.

#### ***NPC CASO – Ina Sommers***

Ina Sommers, President of CASO, stated CASO had decided to take over the Student Emergency Fund to try to revitalize the fund. CASO organized a silent auction which brought in just under \$1,200 for the fund to help students who are at risk of dropping out. The Annual CASO Retreat will be on 30<sup>th</sup> of November at the restored Hubbell Building in Winslow. Also, CASO will be organizing a salary negotiation team that will be collaborating with the Faculty Association. CASO will be selling See's Candy as another fundraiser this year.

#### ***Faculty Association– Kenny Keith***

Kenny Keith, President of the Faculty Association, addressed the Board and stated the Faculty Association is pleased with the amount of money raised for United Way. Curtis Casey who teaches welding in Show Low received a large donation of steel. Ken Wilk, a new faculty member, was introduced to the Board. Ken Wilk introduced himself and stated he obtained his Bachelor's degree in Construction Management at Northern Arizona University, and then attended University of Nebraska Lincoln for his Masters of Engineering. Prior to NPC, he taught at University of Alaska Anchorage.

He acknowledged that the CTE Dean and Perkins Coordinator helped him get his OSHA 500 training which allows him to train CTE students in OSHA safety regulations. Presently, 145 welding students and cosmetology students have received the OSHA training; about 120 have received OSHA 10 hour cards. The Instructional Council has approved the construction program be presented to the Board as well as the business plan in the near future.

Ms. Handorf commented that she had read an article in the White Mountain Independent about the non-credit construction classes being offered by Mr. Wilk. She suggested that he might want to contact Home Depot and Lowe's about the classes he offers. Mr. Wilk stated that it was a good idea, and hopefully in 2013 there would be weekend workshops offered at the new Skills Center.





President Swarthout stated that Mr. Wilk also held construction workshops for kids this summer that were a huge success.

***Institutional Effectiveness – Dr. Leslie Wasson***

Dr. Wasson stated NPC has received new survey software and have been training people on its use. Some important surveys are in progress already, one is to identify what employment the Perkins Grant Workforce Development Students are finding after they leave the College, which is important to NPC's continued funding. Eventually, the College could connect with alumni with the survey tool to help build relationship with them which has not been possible in the past. The College has also received new data from the National Student Clearinghouse and so far it is providing information about student outcomes. Through this data it was discovered that when students go out of state they tend to stay in nearby states. 2.5% of students come back and re-register with NPC.

Institutional Effectiveness is getting ready to do another HLC conference. Also, the College will be doing a pilot test putting class evaluations online. A faculty committee will be tasked with looking at course effectiveness questions for the evaluation. Working on economic impact project, retention modeling, and also NPC will be a research site of a visit from researcher Dr. Amy Fann who will be speaking with NPC staff and tribal leaders researching how Native American students experience higher education and how they access transfer opportunities if they're interested in those.

***NPC Student Government Association- Melissa Luatua***

Ms. Luatua presented Wendy Shepard, President of SGA. Wendy Shepard stated the first SGA meeting was on Sept 21<sup>st</sup>; the next meeting is scheduled for October 19 at 1:30 in video 1, and she invited everyone to attend. SGA sponsored a bake sale and raised \$88 that went to United Way. Eighty students have expressed interest in the Outdoor Club, and the first trip will be to Walnut Canyon and 15 members will be going. SGA has had 6 new members. The SGA Basketball Tournament is this weekend at Holbrook High School at 10:00 a.m. The Student Government in Winslow, at first of month, provided assistance for voter registration and helped 16 people register.

Chairman Jeffers asked how many teams there were for the Basketball Tournament. Ms. Luatua stated there was eight to ten.

***NPC Foundation- Lance Chugg***

President Swarthout stated there was no Foundation Report from Lance Chugg but wanted to remind everyone about the Annual Foundation Dinner on Thursday night, October 18, at the Heritage House in Snowflake. The featured speaker for the evening will be Board Member Handorf.

**Agenda Item 5: Consent Agenda**

September 18, 2012 regular meeting minutes.





The minutes were removed from the consent agenda. Ms. Handorf proposed a change to the minutes in regards to removing the first sentence under Agenda Item 10: Board Report/Summary of Current Events. Ms. Handorf moved to approve the minutes as corrected. Ms. Nahsonhoya seconded the motion. *The vote was unanimous in the affirmative.*

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

#### ***Apache County Analysis***

Vice President Hatch stated the Apache Analysis Review is done every year, and is part of the IGA agreement NPC has with Apache County. It looks at expenses and revenues attributed to Apache County. The analysis and bill associated with it reflects that Navajo County taxpayers are not subsidizing in anyway the service NPC provides to Apache County.

Revenues; there is \$486,000 from tuition, and approximately \$127,000 in fees. State aid is \$219,000 to Apache County, and as a result of the most recent IGA that was signed two years ago, NAVIT revenues have been added and is approximately \$86,000 of NAVIT revenues. IGA amount for 2011/2012 was \$530,000 and that has been received.

Chairman Jeffers asked that for the \$530,000 for Apache County, how many students were served. Vice President Hatch stated that Apache County is approximately 12% of NPC student population.

Total revenues attributed to provision of services in Apache County for 2011/2012 is \$1,447,454.30. On the expense side there are three basic categories of expenses; direct expenses at \$964,000, indirect expenses at \$598,000, and then designated expenses of \$37,000 are attributable to audio and video classroom instruction. For the fiscal year expenses were just under \$1.6 million that is in excess of revenues of \$152,294, and so we will be invoicing Apache County the \$152,294 for service provided.

Ms. Handorf asked if the amount we receive for enrollment was under State Aid? Vice President stated 12% of State Aid is attributed to Apache County. Vice President Hatch stated that equalization is not included in the calculation because equalization is not based on enrollment but based on the property tax valuation in Navajo County. Regardless of providing services in Apache County the College would receive the same amount of equalization and therefore is not included.

The College's goal is to try and determine as closely as we can in advance so that there isn't a lot of invoicing going back and forth and the IGA amount is relatively close. Two factors impacted the need to invoice Apache County over \$150,000, first was the dramatic cut in State Aid, which was a 50% cut that was not anticipated. Secondly, expenses did go up in Apache County primarily related to the additional provision of services.

Ms. Handorf asked if Apache County was aware there will be an invoice. Vice President Hatch stated Apache County is fully aware.





Ms. Nahsonhoya asked if Apache County facility was fully staffed. President Swarthout stated it was.

**Agenda Item 7: New Business**

***7.A. Request to Accept Board Member Resignation***

President Swarthout stated that on September 24, 2012 she received an email from Mr. Parsons requesting immediate resignation from District Governing Board.

Mr. Peaches moved to accept Board Member E.L. Dusty Parson's resignation to the District Governing Board. Ms. Nahsonhoya seconded the motion. ***The vote was unanimous in the affirmative.***

***7.B. Request to Approve the NATIVE IGA***

Vice President Hatch presented the IGA with NATIVE and while the IGA is an annual agreement the exhibit information is only valid through Fall Semester 2012, at which time there will be an amended exhibit addressing the Spring 2013 classes. The remainder of the IGA is the same as other dual enrollment agreements. Exhibit A is different than other IGAs, as tuition and fees will be paid for by NATIVE. The students are listed as ultimately being responsible, but NATIVE will be paying tuition and fees for their students. There is no other sharing of costs associated with this agreement. The College is also not sharing any College revenues with NATIVE. In Exhibit B, the list does not include a class originally approved by NATIVE. NATIVE has met again and deleted and made adjustments to Exhibit B by deleting the course in Sanders. The course in Red Valley has no enrollment so there will be no activity there. Staff recommends the Board approve the IGA with NATIVE as listed.

Ms. Nahsonhoya asked if the program was a certification program. President Swarthout stated the program is intended to lead to a CNA Certificate, but the College and NATIVE are still working on how the certificate will be completed.

Chairman Jeffers asked if the instructor, Kathy Reynolds, was an NPC instructor or NATIVE instructor.

President Swarthout stated she was a NATIVE instructor who has been approved by the Dean of Nursing as appropriately credentialed to be teaching this course.

Ms. Handorf moved to approve the NATIVE IGA. Mr. Peaches seconded the motion. ***The vote was unanimous in the affirmative.***

***7.C. Request to Accept the Trade Adjustment Assistance Community College and Career Training (TAACCCT) – Arizona Sun Corridor Get Into Energy Consortium (ASC-GIEC) Grant***

Vice President Hatch stated the staff recommends acceptance of the Trade Adjustment Assistance Community College and Career Training Grant. The College will be calling it the Get Into Energy Grant. It was awarded to the Arizona Sun Corridor Consortium and the





members of that consortium are headed by the Estrella Mountain Community College, and include Estrella Mountain Community College, Chandler-Gilbert Community College, both of the Maricopa System, Pima Community College, Yavapai College, and Northland Pioneer College. The grant total award is for \$13,477,799 over a 3-year-period beginning in the current fiscal year. The College's portion of the award totals \$1,971,330 over that same three year period. Each member of the consortium will receive funds to specialize in the development and delivery of curriculum that's unique to the energy industry in our service area. The College will utilize a stacking competencies model to train potential energy employees from basic skills and foundational academic requirements all the way up through advanced technical skills. The College will hire grant funded faculty in power plant operations and in industrial technology, mechatronics, that is industrial technology operations, and then partner faculty with grant funded basic skills and career development faculty and staff to produce a cohort of work-ready program graduates. The program will implement and utilize the new Skills Center here at Painted Desert Campus in Holbrook. Staff recommends that the grant be accepted.

Ms. Handorf asked how the grant was discovered. President Swarthout stated that Estrella Mountain put a consortium together but then industry partners, APS and SRP, directed Estrella Mountain to NPC. President Swarthout stated that Dean Belknap and Kenny Keith were best equipped to answer questions as they did all the leg work on the grant.

Chairman Jeffers stated he originally thought it would be green energy but now sees it is for power plant personnel training; President Swarthout stated solar energy can be a component of the grant.

Dean Belknap stated it also extends into manufacturing for mechatronics and robotics program, so the grant will provide a half a million in equipment for the new Skills Center.

Kenny Keith stated that the equipment will also be able to help build up the College's current operations and maintenance programs, providing a lot more hands on opportunities.

Ms. Nahsonhoya moved to accept the Trade Adjustment Assistance Community College and Career Training (TAACCCT) – Arizona Sun Corridor Get Into Energy Consortium (ASC-GIEC) Grant. Mr. Peaches seconded the motion. *The vote was unanimous in the affirmative.*

#### ***7.D. Request to Approve the NATC Master Facility Plan Fee Proposal***

Vice President Hatch stated that the DLR Group was used to complete a comprehensive master plan for all College facilities in Navajo County. At that time, NATC was not included in that plan. Since NATC is now under the direct control of the College, a facility master plan specifically targeting the NATC facility would be a good guide for the use of resources. DLR Group is familiar with the mission and goals of the College and has demonstrated an ability to develop a useful, comprehensive master plan. Staff recommends that DLR be awarded a fixed fee for the NATC Master Facility Plan for services, at a price not to exceed \$42,070. The proposal from DLR is included in the packet.





Ms. Handorf asked where the funds would come from. Vice President Hatch said NPC holds in trust \$500,000 from the legislature for the NATC facility and the intent was to use that funding.

Chairman Jeffers asked if the action taken by the NATC board previously, deeding the property to the Town of Taylor, was an issue with the College, as it would be spending money on a facility the College does not own.

Vice President Hatch stated he believed that there was no transfer of deed for the facility that it continues to be owned by the non-profit known as NATC and that with the changes in the NATC Board, the College has control and operation of that facility and spending the a portion of the \$500,000 was appropriate.

Ms. Handorf asked if there was some response from the Auditor General's Office that acknowledged that the College is now in compliance in regards to control of NATC. Vice President Hatch stated that auditors would present that information in their report. Ms. Handorf asked if the College could follow up with the Auditor General's office asking them to acknowledge that NPC is now in compliance. Vice President Hatch said there could.

Ms. Handorf moved to approve the NATC Master Facility Plan Fee Proposal in the amount of \$42,070, to be taken from legislative funds. Ms. Nahsonhoya seconded the motion. *The vote passed with three affirmative and one dissenting vote.*

#### **Agenda Item 8: Standing Business**

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

Director Bishop stated SPASC has met twice and are working on revising the strategic plan by November 2 which will be first read to this Board on November 20 and will be brought back to December 18 for final approval by Board.

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

Vice President Hatch stated the Director of Human Resources position will be filled as soon as contract is received back from potential employee. The new director will begin on November 1 if all works out. Several positions are open until filled. Part-time faculty at DOC closed with just two applicants and faculty in biology and philosophy and academic advisor closed October 15.

Chairman Jeffers asked what advertising source tends to bring in the most applicants. Vice President Hatch stated that most response comes via internet however some of the staff positions that are hired locally come from newspaper advertisements.

##### **8.C. - President's Report – President Swarhout**

President Swarhout stated the groundbreaking for the PDC Skills Center will be on Friday at PDC at noon. The Chairman of the Board will lead the groundbreaking ceremony. Randy Hoskins, welding instructor, and Lisa Aragon from NAVIT, will both speak. Shovel crew will be all Board members who show up. Ms. Handorf asked if the reason the new Skills Center was





located at PDC was due to land availability. President Swarthout stated that the initial reason was due to the welding program that is located on City of Holbrook land and needs to find a new home, but also because Holbrook is a regional hub that serves several programs such as the power plant program, the new mechatronics, and construction trade.

Chairman Jeffers stated he assumed that the potential for the expansion of the potash trade could also be a factor. President Swarthout stated that there is room in the Skills Center for that if it does turn into an industry for the area.

The Secretary of the Department of Labor was at Estrella Mountain College to do PR for the TAACCCT grant, President Swarthout and Dean Belknap were present and the event was well attended by the media.

President Swarthout announced that this was Board Member Louella Nahsonhoya's last meeting today and thanked her for her service. President Swarthout also stated that Mr. Jeffers' last meeting will be in December. Mr. Jeffers' years of service will be honored by an endowment scholarship established in his and his wife's name.

Ms. Handorf asked President Swarthout if the presidents had met yet. President Swarthout stated they would not meet until November 15.

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

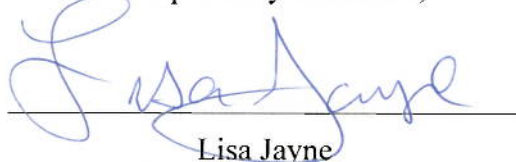
Chairman Jeffers stated the Legislative Joint DGB Summit on October 5 was well organized and thanked Coconino Community College for hosting the event. Ms. Handorf stated Chairman Jeffers did a fine job chairing the summit. Ms. Nahsonhoya thanked her fellow Board members for their support and expressed her commitment as an advocate to NPC. Chairman Jeffers thanked Ms. Nahsonhoya for her service.

**Agenda Item 11: Announcement of Next Regular Meeting:** Ms. Handorf expressed a conflict for the next scheduled November 20 DGB meeting, so the next regular District Governing Board Meeting will be moved to Monday, November 19, 2012, at 10:00 a.m..

**Agenda Item 12: Adjournment**

*The meeting was adjourned at 11:31 a.m. upon a motion by Mr. Peaches, a second by Ms. Nahsonhoya, and a unanimous affirmative vote.*

Respectfully submitted,



Lisa Jayne

Recording Secretary to the Board

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**Northland Pioneer College**

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Bill Jeffers  
Chairman

  
Ginny Handorf  
Board Secretary

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APPROVED

