

# Navajo County Community College District Governing Board meeting Minutes

February 19, 2013 – 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. Frank Lucero, Ms. Ginny Handorf, Mr. Daniel Peaches, Mr. James Matteson, Mr. Prescott Winslow

**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:** Matthew Weider, Ann Hess, Everett Robinson, Beulah Bob-Pennypacker, Kenny Keith, Linda Kor, Maderia Ellison, Peggy Belknap, William Fee, Julie Neish, Jake Hinton, Mike Solomonson, Debra Fisher, Joshua Heath, Margaret White, Melissa Luatua, Wendy Shepard, Sharon Hokanson, Tamara Martin

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

Chair Handorf called the meeting to order at 10:04 a.m. Mr. Matteson led the Pledge of Allegiance.

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

Mr. Matteson moved to adopt the agenda as presented. Mr. Lucero 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 reviewed the February Financial Report with the Board.

### **4.B. NPC CASO – Margaret White**

Margaret White addressed the Board and stated that CASO has been working on salary recommendation which will be presented to the Board in March for a first read. CASO is looking at new executive members for the upcoming year. Members are looking forward to the College Retreat and NPC Picnic to collect non-food items for charity. See's candy sales are going well.

### **4.C. Faculty Association – Kenny Keith**

Kenny Keith, President of Faculty Association, addressed the Board and stated Instruction Council is doing a great job and making progress. Kenny Keith presented Dr. Mike Solomonson



and Julie Neish from the Performing Arts Department. Mike Solomonson stated that faculty and students have recently returned from the American Theater Festival in Los Angeles where over 1,000 students and faculty gathered for the festival. NPC was invited to the festival to perform a scene from Aida, last semester's musical, and three students were nominated to participate in the Irene Ryan Scholarship Competition. Students received great feedback. Josh Heath attended the Director's Program. Josh Heath stated the opportunity to go to the festival was ideal, as it is his last semester at NPC and felt it was very beneficial for his career aspirations. Julie Neish stated that several students were made some scholarship offers by other schools and professional theaters. Dr. Solomonson gave the Board flyers for upcoming events at the Performing Arts Center.

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

Melissa Luatua presented SGA President, Wendy Shepard, who stated that the Outdoor Club went ice skating in February and plan on rock climbing in Scottsdale at the end of the month. Talent Show tryouts took place February 8 and 9 with a good turnout. Talent Show auditions will be held again this coming weekend. The Talent Show will be held March 16. SGA attended National Collegiate Leadership Conference, nine members went and it was a great team building experience.

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

None.

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

- A. January 15, 2013, regular meeting minutes.

Mr. Lucero moved to accept the consent agenda. Mr. Matteson seconded the motion. *The vote was unanimous in the affirmative.*

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

None.

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

##### **7.A. Request to Approve College Calendar**

Vice President Vest stated staff is recommending a change to the current 2013/2014 academic calendar is to create an extra week gap between the fall and the spring semester and then between the spring and the summer semester. This request is driven by a combination of additional recording requirements and by the increased number of students who are participating in Pell awarding as well as the switch to the Online Bookstore which has created a time lag to order books and then get the books back. The extra week will give time to process Pell awards during the gap between fall and spring semester, and make the Pell awards for spring about two weeks prior to spring semester giving them time to order books. This will also allow time for the students to make informed decisions about classes they may need to retake. The change to spring semester is a little more difficult as spring break and two holidays fall on Mondays and classes that only meet on Monday, which is equivalent to a three day a week class, would be deficient class time. Thus the calendar reflects the need to drop President's Day a College





closure day in order to deal with class cancellations on Mondays in spring. Vice President Vest stated that four community colleges and the three universities in the State have already made this change.

Mr. Lucero asked if the staff and faculty of the universities and community colleges that have made this move also give a leave day to employees to compensate for President's Day being cancelled. Vice President Hatch stated that the institutions that have chosen not to close on President's Day tend to add a leave day somewhere else for staff and faculty, although it was not necessarily a personal leave day.

Mr. Matteson asked why there was no registration on December 19 and 20. Vice President Vest stated that on December 19 and 20 the Financial Aid office looks at registration and does an initial Pell award for spring semester on those days. When students add and drop on those days it makes it difficult to have accurate totals. Mr. Winslow asked if any stakeholders were opposed to the recommended changes. Vice President Vest stated there was consensus in Instructional Council and College Council on this issue.

Mr. Winslow moved to approve the proposed 2013/2014 Academic Calendar. Mr. Matteson seconded the motion. *The vote was unanimous in the affirmative.*

#### ***7.B. Revisions to Procedure 2739 – Holiday Leave***

Vice President Hatch stated that this item is for information only and does not require Board action. Approval of the 2013/2014 Academic Calendar calls for revising of the Legal Holiday Schedule listed in Procedure 2739. With the prior action, approval of the academic calendar, President's Day will be deleted and so in Procedure 2740 there will be a change in the language granting employees who work 20 or more hours a week three personal leave days rather than two. As in informational item related to this, there was a proposal submitted through shared governance process requesting two additional days of college closure be authorized by the President in Procedure 2739. This would allow for closure of the college for five days during the Holidays rather than the current three days. Administration has determined this to not be an appropriate change due to critical work relevant to the academic calendar, and if employees need additional time off during that time they have leave that can be used.

Mr. Matteson asked if Snow Days count as time off. Vice President Hatch stated that generally if a facility is closed than an employee does not have to come to work.

#### ***7.C. Budget Introductory Analysis***

Vice President Hatch went over the Budget Introductory Analysis with the Board. Vice President Hatch stated that no action was needed on this item as it is for information only. He also stated Budget Hearings are scheduled for Thursday, February 21, 2013, this week.

Mr. Matteson stated that there would be an assumption by the public when they get an assessed tax valuation that has decreased that their taxes would also go down. But this wouldn't necessarily be the case with the 2% increase by the District.



Vice President Hatch stated that usually during growth periods rate does go down, but with declining assessed valuation it is difficult to explain to a property owner that their assessed valuation is going down but property tax rate is going up, and could end up paying the same amount or 2% more. Also, in today's market, although many assessed valuations have gone down as a result of assessed valuation reviews, the increase or decrease of property tax will vary per homeowner.

Mr. Winslow stated that it would be beneficial that when information about the assessment goes to the public that an explanation of how equalization works, equal opportunity education for rural students, would be helpful.

Mr. Lucero asked what the current tax amount was last year. Vice President Hatch stated it was \$13.1 million currently, and about \$400,000 in addition funding between the 2% increase and the money that will come to the College as a result of new construction.

Mr. Winslow asked if there was a way to state for tax payers that if the county's industrial and commercial tax base goes up significantly is it a wash with the equalization aid the college receives or is it a net gain.

Vice President Hatch stated that the equalization formula works by looking at the assessed valuation of each of the eight rural districts; they are totaled and compared to what the relative amount of growth is in each one, then has the biggest impact on equalization. As we see other rural counties grow at a rate faster than our district, the College's equalization would tend to increase. The alternative is true, as well. If the College's rate of increase either approached or exceeded that average rate of increase the equalization would tend to go down. There was further discussion about the benefits and draw backs to equalization.

Mr. Winslow stated that presenting to tax payers that increasing the ratio of commercial/industrial property taxes would result in residential tax payers potentially having a decrease, or at least relatively less taxes.

Vice President Hatch finished summarizing the Budget Analysis with the Board.

#### ***7.D. First Read for Tuition and Fees Schedule***

Vice President Hatch went over the proposed Tuition and Fees Schedule with the Board. He stated that this item is information only as no action will be needed from the Board at this meeting. The Board will be asked for a decision on this topic in March.

Mr. Lucero asked why Apache County was included. Vice President Hatch stated that because the College provides services to them in an agreement the summary shows them as having their own tuition and the College has always matched that tuition with in-state tuition rate. There's an informal understanding that if there's a community college in another county that students from our District would pay the same rate as their in-county students pay. Because Apache County does not have a college district, it is listed separately.





Mr. Matteson asked why the elderly get such a reduction in tuition rates compared to struggling students. Vice President Hatch stated that this rate has existed for as long as the District has existed and is also the case in other community college.

President Swarthout stated that with non-credit classes the elderly do pay full tuition rates, which is where they take most of their classes.

Vice President Vest stated that only 69 out of 3,718 students taking credit courses were elderly last semester.

Chair Handorf stated that comparisons to Universities in tuition are significant.

Vice President Hatch went over the fee schedule with the Board.

Chair Handorf asked what an inactive card on the fee schedule was. Vice President Hatch stated that students can keep the card after they are no longer students and can ask for it to be replaced so they can continue to use it.

Mr. Winslow stated that the elimination of the GED fee is actually not a good deal.

Vice President Vest stated that the GED fee is being eliminated because students will be dealing directly with Pearson, the company that is now handling GED testing, so the College will not accept fees for this any longer. The College does not know yet how much it will cost students to take the GED but Vice President Vest anticipates the \$85 fee will increase from \$130 to \$150 and will take it at NPC site but directly from Pearson.

Mr. Lucero asked if Pearson reimburses the College for anything. Vice President Vest stated reimbursement rate is set at \$5 per hour per student but it does not cover College expenses.

Vice President Hatch stated the eliminated GED fees may not show up until next fiscal year because it may not be effective before beginning of fiscal year.

Mr. Matteson asked if the fees listed were in addition to standard fees. Vice President Hatch stated that was the case. The fees are mainly for cost of consumables.

#### ***7.E. Request to Approve Program Modification for Medical Assistant Program***

Vice President Vest stated that the Board is required to approve changes to existing programs. Karen Hanson, Allied Health Coordinator, has recently evaluated the MA Program curriculum. The changes largely reflect more clinical and laboratory work. Mr. Winslow asked what role the advisory Board had on program recommendations.

Karen Hanson addressed the Board and stated that the advisory Board has had two meetings and is made up of employers, several medical assistants, coordinators from the hospital, and office managers in the area. Questions about the MA curriculum also went out to other employers in the area and prior students and input was received that NPC MA graduates were not well trained.



Mr. Winslow asked if college advising staff had been well-versed in the changes in front office versus back office MA programs for students. Karen Hanson stated that on February 25 the advising staff would be briefed on these changes.

Mr. Matteson asked about the difference between a Medical Assistant versus a Physician's Assistant.

Karen Hanson stated that a Physician's Assistant works under the direction of a physician and does limited prescribing, and general primary care. A medical assistant works with the physician in the back office and gets patients ready, administers medications, manages medical records, and manages refills.

Mr. Peached moved to accept the program modifications to the Medical Assistant Program. Mr. Lucero seconded the motion. *The vote was unanimous in the affirmative.*

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

#### **8.A. Institutional Effectiveness Report – Director Leslie Wasson**

IS Director, Dr. Leslie Wasson, stated that NPC has been looking at strategic integration of our different initiatives, also looking at compliance to a host of federal, state, and association initiatives and directives, many of them unfunded. The College is also looking at the accreditation cycle, hoping to have information readily available on accreditor's next visit. IS has started with survey software and additional data sources from National Student Clearinghouse, as well as data collection initiatives around the campuses. There is now a measure for measuring what the student wants to do, which is intent, which was not established previously and that's going to give a benchmark at the beginning that can be used to track student success as they work through their chosen program. As time goes on, the College will get more sophisticated at data collection, data integrity, reporting capabilities, and work up to the top which is business intelligence.

Chair Handorf asked how students are tracked who don't have any initial goal.

Director Wasson stated that a lot of the students do not report intent but for an undecided student there is an undecided category that can be flagged for advisors who can work with that particular student.

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

Director Bishop stated there was a SPASC meeting on Friday in which accreditation was discussed with the Higher Learning Commission moving out of 10 year reviews to Pathways, which is a different model. SPASC Committee needs to become more educated on the accreditation process. Director Bishop stated has been co-chair on SPASC for last 5 ½ years, Dr. Wasson will be taking over as co-chair for SPASC.





Chair Handorf asked how often the College will be visited by Higher Learning Commission under the new Open Pathways. Director Bishop stated that there will be a review at four years, and the ten year review will be on site.

President Swarthout asked if the Board would like to receive a link to the new pathways criteria. Chair Handorf stated they would. President Swarthout stated there will soon be a multisite visit that happens every five years for multi-site institutions.

**8.C. Human Resources Update – Sharon Hokanson**

Director Sharon Hokanson handed out a summary of recent human resources positions and summarized it for the Board.

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

President Swarthout stated that the STEM legislation is still in appropriations. ACCPC will be discussing provisional districts today.

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

None.

**Agenda Item 10: Announcement of Next Regular Meeting:** March 19, 2013.

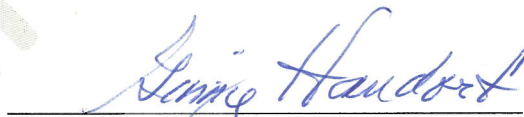
**Agenda Item 11: Adjournment**

*The meeting was adjourned at 12:28 p.m. upon a motion by Mr. Winslow, a second by Mr. Lucero, and a unanimous affirmative vote.*

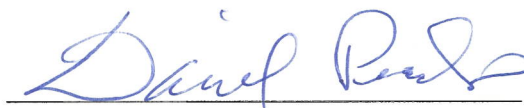
Respectfully submitted,



Lisa Jayne  
Recording Secretary to the Board



Ginny Handorf  
Chair



Daniel Peaches  
Board Secretary

