

Navajo County Community College District Governing Board Meeting Minutes

August 19, 2008 – 11:00 a.m.

2251 North Navajo Boulevard, Holbrook, Arizona, 86025

Governing Board Members Present: A.T. Siquah, Bill Jeffers, and Ginny Handorf
Absent: Kem MacNeille and Daniel Peaches

Staff Present: President, Dr. Jeanne Swarthout; Vice President, Mark Vest; Vice President, Blaine Hatch; Director of Information Services, John Velat; Recording Secretary to the Board, Brandy Shumway.

Others present: Peggy Belknap, Mira White, Ann Hess, Everett Robinson, Troy Eagar, Karalea Kowren, Jake Hinton, James Matteson, Matt Weber, Pat Canary, Don Richie, Sandy Johnson, Suzanne Trezise, and Mike Lawson.

Agenda Item 1: Call to Order and Pledge of Allegiance

Chairman Siquah called the meeting to order at 11:03a.m. Bill Jeffers led the Pledge of Allegiance.

Agenda Item 2: Adoption of Agenda

Bill Jeffers moved to adopt the agenda; seconded by Ginny Handorf. *The vote was unanimous in the affirmative.*

Agenda Item 3: Invitation of Public Comment

No public comment.

Agenda Item 4: Reports

4.A. – Introduction of New Employees

Dr. Swarthout introduced Dr. Don Richie, Dean of Career and Technical Education.

Chairman Siquah invited the audience to visit the Hopi reservation and attend several cultural activities happening at this time. Dr. Swarthout informed the Board that new faculty orientation, which included a trip to First Mesa and lunch at the cultural center in Second Mesa, occurred last week.

4.B. - Financial Position – Vice President Blaine Hatch

Vice President Hatch explained the financial position printouts for the budget periods July 1, 2007, to May 31, 2008, and July 1, 2007 to June 30, 2008.

Vice President Hatch informed the Board that a new levy limit worksheet recently issued from the Property Tax Oversight Commission adjusted the levy limit calculation from 1.1719 to 1.1720.

Mr. Hatch provided a copy of a letter addressed to the Board which states that the firm of Heinfeld, Meech & Co., P.C. has been awarded the contract by the Auditor General's Office to conduct NPC's financial audits for the next three years.

4.C. – Classified Administrative Support Organization (CASO) Report – CASO President, Suzanne Trezise

Ms. Trezise informed the Board that the CASO Board will hold a delegate meeting following convocation to discuss environment awareness issues, and offered to send the Board members a copy of suggestions and ideas compiled over the summer. The following week there will be an all-CASO meeting to address environmental issues, how to be good stewards



of trimmed budgets, possible ways to increase the scholarship fund, meeting times and dates for the new academic year, and consideration to invite The Learning Center aides to join CASO.

4.D. - NPC Faculty Association Report – Dr. Michael Lawson

Dr. Lawson reported that the Faculty Association will hold their first meeting of the academic year following convocation on Friday.

4.E. - NPC Student Government Association (SGA) Report – Jake Hinton-Rivera

Jake Hinton-Rivera reported that the four students who attended the University of Costa Rica over the summer had a positive experience, and all successfully completed their Spanish courses. The students are hopeful that there will be opportunity to attend study abroad programs in the future. Mr. Hinton stated that the local media will do a cover story in the near future.

4.F. - NPC Foundation Report – President Swarthout

Dr. Swarthout stated that the golf tournament will be held in October, with CellularOne as a major sponsor. The Foundation auction will be held in the spring.

Agenda Item 5: Consent Agenda

Bill Jeffers made a motion to approve the consent agenda. Ginny Handorf seconded the motion. *The vote was unanimous in the affirmative.*

Consent Agenda: -----
(Action)**

- A. July 15, 2008 Special Teleconference Minutes (T2) -----
- B. June 17, 2008 Study Session Minutes (T3) -----
- C. June 17, 2008 Regular Board Minutes (T4) -----
- D. Intergovernmental Agreements with St. Johns USD #1,
Snowflake USD #5, Sanders USD #18, Round Valley USD #10,
Pinon USD #4, Joseph City USD #2, Winslow USD #1, Window
Rock USD #8, Heber-Overgaard USD #6, Blue Ridge USD #32,
Cedar USD #25, Kayenta USD #27, Show Low USD #10,
Holbrook USD #3, and Hopi Junior/Senior High School
discussed during Study Session held August 19, 2008 (T5) -----

Agenda Item 6: Old Business

6.A. – Formalization of President’s Review – President Swarthout

Dr. Swarthout distributed an updated version of the President’s goals. Board members suggested it would be appropriate to formally adopt the goals and submit them for the President’s file. The Board requested moving this agenda item to next month’s meeting in order to have adequate time to review the handout; the President agreed.

6.B. – Annualized FTSE Report – Vice President Mark Vest

Vice President Vest reviewed the Annualized FTSE Comparison, noting the “hold harmless” provision and the methods used to calculate annualized FTSE. Mr. Vest explained the table which compares FTSE for 2003-2004, 2006-2007, and 2007-2008. Mr. Vest stated that NPC had a growth rate of 7.9% last year which was the highest community college growth rate in the State. Responding to Board questions, Mr. Vest explained that NPC cannot claim state funding for students from outside the state of Arizona who are enrolled in internet classes, approximately eight FTSE. Mr. Vest clarified that approximately 300-330 FTSE from the NAVIT program and 325-375 FTSE from the dual enrollment program enroll in the regular fall and spring semesters. Mr. Vest pointed out an increase in internet enrollment, and stated that fall enrollment numbers will be available at the next Board meeting.



Agenda Item 7: New Business

7.A. – Request to Ratify Emergency Purchase – College-wide Software Licensing – John Velat

Bill Jeffers moved to ratify the emergency purchase of the college-wide software licensing. Ginny Handorf seconded the motion. *The vote was unanimous in the affirmative.*

7.B. – Request to Approve a Three-year Agreement for College-wide Software Licensing - John Velat

Ginny Handorf moved to approve a three-year agreement for college-wide software licensing. Bill Jeffers seconded the motion. *The vote was unanimous in the affirmative.*

7.C. – NATC Bylaws – Vice President Hatch

Chairman Siquah recommended tabling the item until the wording is revised. Ginny Handorf moved to table the item; seconded by Bill Jeffers. *The vote was unanimous in the affirmative.*

7.D. – Adjustment to Fiscal Year 2006-2007 Adopted Budget – Vice President Hatch

Bill Jeffers moved to approve the adjustment to fiscal year 2006-2007 adopted budget. Ginny Handorf seconded the motion. *The vote was unanimous in the affirmative.*

Agenda Item 8: - Standing Business

8.A. – Human Resource Update – Director of Human Resources, Troy Eagar

Troy Eagar reviewed the Human Resource printout update. Mr. Eagar stated that new-hire orientation was completed last week.

8.B. – Grants and Contracts

8.B.1. – Request approval for expenditure from Carl Perkins Grant for Heavy Equipment Program – Vice President Hatch

Ginny Handorf moved to approve Carl Perkins Grant expenditure for Heavy Equipment not to exceed \$82,000. Bill Jeffers seconded the motion. *The vote was unanimous in the affirmative.*

8.B.2. – Request approval to lease-purchase Wide Area Network (WAN) equipment – Vice President Hatch

Bill Jeffers moved to approve the lease-purchase for WAN equipment; seconded by Ginny Handorf. *The vote was unanimous in the affirmative.*

8.B.3. – Request to approve payment for maintenance of College-wide Enterprise Resource Planning System Software – John Velat

Ginny Handorf moved to approve payment for maintenance of College-wide Enterprise Resource Planning System Software. Bill Jeffers seconded the motion. *The vote was unanimous in the affirmative.*

8.B.4. – Request to Ratify a Lease for Land at Dry Lake Hosting College Telecommunications Facilities – John Velat

Ginny Handorf moved to approve the request to ratify a lease for land at Dry Lake hosting college telecommunications facilities. Bill Jeffers seconded the motion. *The vote was unanimous in the affirmative.*

Responding to Board questions, Mr. Velat stated that the new lease will define tenant--landlord relations.

8.B.5. – NATC Reimbursement to the Town of Taylor for GADA Loan Payment – Vice President Hatch

Bill Jeffers moved to approve the GADA loan payment to reimburse the Town of Taylor. Ginny Handorf seconded the motion. *The vote was unanimous in the affirmative.*

8.C. – Consider Board Policy and Review Administrative Procedure – Vice President Hatch

Responding to Board questions, Vice President Hatch clarified that *procedures* go through a review process by the entire college; *policies* are reviewed by the Board. Bill Jeffers moved to adopt the Policy 1111 Data and Information Sharing; seconded by Ginny Handorf. *The vote was unanimous in the affirmative.*



8.D. – Strategic Planning and Accreditation Steering Committee Report – Donna Ashcraft

Donna Ashcraft stated that the Pillars and Priorities of the Strategic Plan were presented to the Board last year. In June 2008, the Board received a copy of the accomplishments made over the last year by the college and by the Strategic Planning Committee. Ms. Ashcraft stated that recent updates to the plan make it more transparent for everyone and include changing it from a five-year to a three-year plan. The plan is subject to continual feedback, and it will be available on NPC's website for public viewing. Ms. Ashcraft distributed "first read" copies of the updated plan. The Board expressed thanks to the Committee members for their diligent work.

8.E. – Wide Area Network (WAN) Update – John Velat

Mr. Velat informed the Board that the 10-Mb connection between Hopi and the CellularOne Network will be integrated into the college's network by September 1st. The Kayenta and Heber CellularOne sites will be integrated in September. Mr. Velat stated that NextLevel Solutions is doing an excellent job assessing the current infrastructure and determining whether old equipment can be reused to save costs. A negotiation with Cybertrails resulted in an over \$100,000 donation of equipment which will increase the resiliency of current equipment. Staff is very pleased with the contractors' work, their commitment to time schedules, and their efforts to save the college money.

Agenda Item 9: President's Report

9.A. – College Plan for Continuous Improvement in Uncertain Financial Times

President Swarthout referred to the draft plan created by the executive team and the deans that was recently sent to the Board, and stressed that it is important for the college community to understand that improvement can be made even in uncertain financial times. The first tier of the plan will be presented to the college at convocation where all will have the opportunity to contribute suggestions. President Swarthout stated that the emphasis is on *how can we get more or do better with what we have instead of making cuts?* Board members expressed their appreciation for regular email updates from the president.

9.B. – Arizona Community College Association (ACCA) Update

President Swarthout reported that ACCA dissolves at the end of this calendar year. Community college presidents will meet in Prescott on August 27-28 to work on the details of forming a new organization according to the governor's executive order. Dr. Swarthout stated that her involvement as co-chair of ASPAC, as a member of the Joint Conference Committee, and as a member of the P-20 Council, keeps NPC's voice heard. Dr. Swarthout will keep the Board updated.

9.C. – Convocation Update

Dr. Swarthout invited the Board to attend convocation on Friday, August 22nd. Responding to Board questions, Dr. Swarthout stated that the Arizona Department of Education has a very small role in community college accreditation. The Higher Learning Commission is NPC's primary course for accreditation.

Dr. Swarthout informed the Board that NPC participated in the First Annual Show Low Archaeological Fair at Torreon on August 16. NPC might host the Fair next year.

Agenda Item 10: Board Report/Summary of Current Events

Bill Jeffers expressed interest in the connector transit service. Dr. Swarthout stated that advertising NPC on the buses may be a possible benefit of joining the service.

Ginny Handorf invited all to attend a performance by the White Mountain Belles to benefit Composition Four on August 29th.

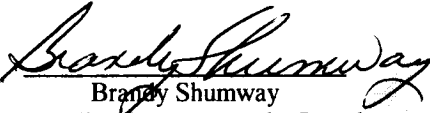
Agenda Item 11: Announcement of Next Regular Meeting: September 16, 2008, at 11:00a.m.

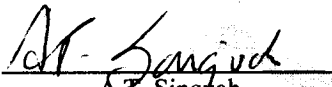



Agenda Item 13: Adjournment

The meeting adjourned at 12:05p.m. upon a motion by Ginny Handorf, a second by Bill Jeffers, and a unanimous vote.

Respectfully submitted,


Brandy Shumway
Recording Secretary to the Board


A.T. Singh
Chairman


Kem MacNeille
Secretary to the Board

