

Navajo County Community College District Governing Board Study Session Minutes

August 19, 2008 – 9:30a.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.

Reports:

1. President Swarthout requested a change in the agenda order, and introduced Navajo County Engineer, Jim Matteson, who presented a summary of the Intergovernmental Agreement for Regional Connector Transit Services. Mr. Matteson explained the need for expansion of the existing local area connector services, and proposed a new partnership between several area municipalities and Navajo County. Responding to Board questions, Dr. Swarthout stated that, although NPC was not a part of the original study to evaluate numbers, NPC has approximately 70 employees who commute between the various municipalities on a daily basis. President Swarthout stated that a Regional Connector Transit Service has the potential to make courses at other campuses available to all NPC students, whereas currently some students are limited by transportation availability and costs. Mr. Matteson stated that utilizing the commuter service will save individuals approximately 2/3 of their personal fuel expenses. Referring to the commuter service available in the Pinetop/Lakeside area, board member Ginny Handorf stated that the service has been a tremendous asset to the community, and the need for the service continues to grow. Responding to Board inquiries, Mr. Matteson stated that, based on the results of a Regional Connector Service Analysis – Final Report prepared by RAE Consultants dated January 31, 2008, the County, which is the major beneficiary of the service at this time, will contribute 40% of the operating cost. The other entities will contribute 10% each. Mr. Matteson also stated that the costs are offset by a substantial Federal Grant.
2. **Agenda Item 5.D.: Intergovernmental Agreements with Various School Districts - Dr. Swarthout**
President Swarthout summarized Staff's recommendation for approval of the Intergovernmental Agreements (IGAs) between NPC and the following school districts: St. Johns Unified School District, Snowflake USD, Sanders USD, Round Valley USD, Pinon USD, Joseph City USD, Winslow USD, Window Rock USD, Heber-Overgaard USD, Blue Ridge USD, Cedar USD, Kayenta USD, Show Low USD, Holbrook USD, and Hopi Junior/Senior High School. Responding to Board questions, Vice President Hatch stated that the legal language of the IGA for Hopi Junior/Senior High School varies from the standard IGA because Hopi Junior/Senior High School is a Federal Grant school.
3. **Strategic Plan – first read – President Swarthout**
Dr. Swarthout distributed a revised plan to Board members and explained that two changes have been made regarding the plan: 1) the plan has gone from a five-year plan to a three-year plan which will be updated and moved forward every year 2) the format has been changed to make it easier to read and understand. Staff will make a recommendation to approve/adopt the revised plan at September's Board meeting.



4. **Agenda Item 7.A.: Request to Ratify Emergency Purchase of College-wide Software Licensing - John Velat**
John Velat summarized Staff's recommendation to ratify the \$24,361.24 payment made to Dell for the final year of the three-year college-wide Microsoft license. Mr. Velat stated that NPC entered into a multiyear agreement with Microsoft for college-wide software licenses in 2005. The agreement expired July 31, 2008, and staff initiated payment without prior board approval to avoid default on the agreement. Responding to Board comments, Mr. Velat stated that a procedure to oversee the payment processing of ongoing IS Department expenses, such as software licensing agreements, is in place.

5. **Agenda Item 7.B.: Request to Approve a Three-year Agreement for College-wide Software Licensing – John Velat**
John Velat stated that NPC entered into a multiyear agreement with Microsoft for college-wide software licenses in 2005. The agreement expired July 31, 2008, and is scheduled for renewal in August 2008. The College can minimize future licensing costs by entering in to a college-wide agreement that includes current and future software releases through the life of the agreement for all college-owned computers. The recommended purchases ensure that all college-owned computers will operate with up-to-date versions of Microsoft products through the life of the agreement. The agreement includes opportunity for NPC employees to receive discounted Microsoft products for personal use.

6. **Agenda Item 7.C.: NATC Bylaws – Vice President Blaine Hatch**
President Swarthout stated that minor changes had been made to the bylaws since the June DGB meeting and that copies of the proposed and current bylaws are provided in the Board packet for comparison. Dr. Swarthout stated that the new bylaws have been passed by the Town of Taylor and the NATC Board and have been sent out to other entities for approval.

Vice President Hatch stated that the current bylaws indicate that NPC and NATC will enter into Intergovernmental Agreements (IGAs) to define the relationship when needed. To date, the Board has approved a facility use agreement with NATC. Mr. Hatch stated that the agreement is very clear and states that it remains in force until IGAs are developed that better define the relationship; the set of bylaws is not an IGA. Regarding Section 3.02 of the proposed bylaws, Mr. Hatch stated that there is a sense that key stakeholders want to participate as equally as possible for the success of NATC.

Responding to Board questions, Vice President Hatch stated that some operational contributions may be needed. Mr. Hatch stated that his general sense is that the entities are working together, attempting to be inclusive of everyone, and listening to all concerns. Staff's recommendation will be to approve the bylaws. Dr. Swarthout is the designated representative; the bylaws allow for a proxy.

7. **Agenda Item 7.D.: Adjustment to Fiscal Year 2006-2007 Adopted Budget - Vice President Blaine Hatch**
Vice President summarized the reasons for the adjustments to the fiscal year 2006-2007 adopted budget. The Annual Budgeted Expenditure Limitation Report (ABELR) for the fiscal year ending 2007 incorporates adjustments to reconcile the budgeted expenditures with the actual expenditures for the fiscal year. The 2007 ABELR indicates expenditures for the year were \$81,995 below the statutory expenditure limitation, carrying forward \$2,289,889. Mr. Hatch stated that the goal is to get as close to the expenditure limitation as possible.

8. **Agenda Item 8.B.1.: Request Approval for Expenditure from Carl Perkins Grant for Heavy Equipment Program – Vice President Hatch**
Vice President Hatch explained that Staff is requesting approval to expend up to \$82,000 to purchase equipment for the Heavy Equipment Program: backhoe, loader, mini-excavator, and tractor. Responding to Board questions, President Swarthout stated that an amendment to the Perkins Grant can be written to purchase other items if there is excess money; it is anticipated that the entire \$82,000 will be expended. The equipment will be used primarily in Navajo County, and will be tagged as "Carl Perkins" equipment for grant accountability purposes.



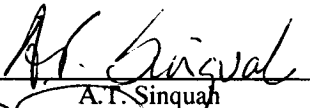
- 9. Agenda Item 8.B.2.: Request Approval to Lease-purchase Wide Area Network (WAN) Equipment – Vice President Hatch**
 Vice President Hatch summarized Staff's recommendation to approve a lease-purchase agreement for WAN equipment from Koch Financial for a term of five years with semiannual payments of \$108,378.08 and that Dr. Jeanne Swarthout be authorized to sign all necessary documents. Mr. Hatch stated that the Board approved the purchase of the equipment associated with the WAN project in June. A summary of the proposal responses is included in the Board packet.
- 10. Agenda Item 8.B.3.: Request to Approve Payment for Maintenance of College-wide Enterprise Resource Planning System Software – John Velat**
 John Velat stated that NPC has been using Jenzabar software since 1980, and summarized Staff's recommendation to approve a five-year pre-payment not to exceed \$770,000 for software services to Jenzabar, Inc. at a savings to the College of \$600,000. Responding to Board questions, Vice President Hatch affirmed that funds are available for the purchase.
- 11. Agenda Item 8.B.4.: Request to Ratify a Lease for Land at Dry Lake Hosting College Telecommunications Facilities – John Velat**
 Mr. Velat summarized Staff's recommendation to ratify a lease agreement with Rocking Chair Ranch, Inc. for land near Dry Lake, AZ for 15 years to host the College's 300-foot telecommunications tower and equipment shelters. Board discussion included correct spelling of the landlord's name and updating the language of the lease.
- 12. Agenda Item 8.B.5.: NATC Reimbursement to the Town of Taylor for GADA Loan Payment – Vice President Hatch**
 President Swarthout reminded the Board that the Greater Arizona Development Authority (GADA) issued a bond through the Town of Taylor to support the construction of the NATC burn tower. Vice President Hatch stated that Staff recommends approval to reimburse the Town of Taylor for the July 2008 GADA loan payment of \$30,800.19. Responding to Board questions, Mr. Hatch stated that approximately \$900,000 of the State appropriation has been expended for the project.
- 13. Agenda Item 8.C.1.: Proposed New Policy 1111 Data and Information Sharing -Vice President Hatch**
 Dr. Swarthout stated that the Office of the Auditor General requires that the districts and colleges in the Arizona community college system adopt written enrollment accounting policies and procedures. Staff recommends approval of Policy 1111 Data and Information Sharing.

Study session ended at 10:53a.m.

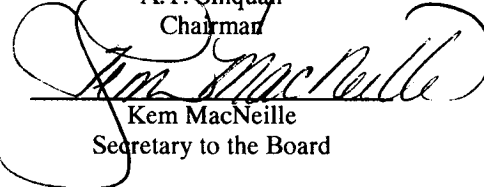
Respectfully submitted,


 Brandy Shumway

Recording Secretary to the Board


 A.T. Siquah

Chairman


 Kem MacNeille

Secretary to the Board

