

# Navajo County Community College District Governing Board Meeting Minutes

September 19, 2006 – 10:00 a.m.  
103 First Avenue, Holbrook, Arizona, 86025

**Governing Board Members present:** Norris Baldwin, Bill Jeffers, Daniel Peaches, Neal Thompson

**Governing Board Members absent:** Paul Reynolds

**Staff present:** Blaine Hatch, Brian McLane, Ralph Orr, Dan Simper, Jeanne Swarhout, Terri Tubbs, Mark Vest

**Others present:** Kathy Boyle, Bill Grindstaff, David Huish, Akos Kovach, Rose Kreher, Karalea Kowren, Rich Balsley, Peggy Belknap, Eric Henderson, JoLynn Fox, Everett Robinson, Mira White

**Call to Order and Pledge of Allegiance:** Chairman Peaches called the meeting to order at 10:00 am. Neal Thompson led the Pledge of Allegiance

**Acknowledge Guests:** Kathy Boyle, Executive Director for the Arizona Community College Association.

**Adoption of Agenda:** Bill Jeffers/Norris Baldwin/Unanimous vote.

**Invitation of Public Comment:** Akos Kovach of the City of Holbrook requested to address the Board. As his comments addressed Agenda Item #7A his request to speak was held until that item was discussed.

**Approval of Minutes:** Regular Session and Executive Session of August 15, 2006 – Norris Baldwin/Bill Jeffers/Unanimous vote.

## Reports:

- A) 2003-2004 Audit Report, Financial Position, and Vouchers: Concerning the 03-04, Mr. Hatch noted that the NPC Foundation information had been added, net assets showed an increase over last year and that each of the concerns mentioned in the management document had been addressed. The 04-05 and the 05-06 audits will be completed by the end of December. The Accounting firm of Walker and Armstrong has been hired to prepare the financial statements and help prepare audit information. A firm from Tucson has been hired by the Auditor General's Office to complete those audits for the State. Mr. Baldwin requested that the financial statements include the month plus year-to-date information. **The motion to accept the 03-04 Audit report and the July Financial Statements was made by Neal Thompson. Mr. Baldwin made the second and the vote was unanimous.** The Board discussed the practice of reviewing a printed list of the vouchers and requiring board action for approval. Mr. Jeffers expressed his wish to continue viewing the voucher list. **Mr. Baldwin made the motion to require the voucher list to be available for review, but not require an action on the vouchers. Mr. Thompson seconded that motion and the vote was two yes votes (Thompson and Baldwin) and a no vote by Mr. Jeffers. The motion passed.**
- B) Arizona Community College Association: Mr. Thompson introduced Ms. Kathy Boyle, the Executive Director of the ACCA. Her report is attached to the minutes. Mr. Jeffers asked Ms. Boyle who would be doing the restructuring of the association and she said that it would be a collective efforts of those involved. She also noted the hire of a new lobbyist for the association, Mark Barnes. He has been involved with Arizona lobbying for

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twelve years and has worked with profit and nonprofit groups. Higher education is a new field for him. Mr. Thompson noted that ACCA has been experiencing some dissension in its leadership. The question he said for Northland Pioneer College is what are we getting for our money invested in ACCA? Kathy said she felt that the legislative participation this year had been very effective and that there certainly needs to be more cooperation within the group. Mr. Thompson asked if ACCA had a website. Kathy replied that one existed but that it needed to be renovated. Mr. Thompson stated that it should be used to inform and give summaries of the meetings held and also asked if the Trustee meetings could be held telephonically. Mr. Baldwin's question concerned the rural districts vs the Maricopa/Pima districts and were we (the rurals) getting equal representation. Equal representation and networking opportunities for all districts involved in ACCA was her answer. Mr. Thompson thanked Kathy for coming and Mr. Orr noted that our membership expires in December and the Board will be reviewing it at that time.

- C) NPC Faculty Association: No comments on report submitted by Faculty President Schoening.
- D) NPC Classified and Administrative Staff Organization: No comments on report submitted by CASO President Kreher.
- E) NPC Foundation: No comments on report submitted by President Orr.

#### Old Business:

- A) Potential Sale of Hermosa Campus to City of Holbrook: Akos Kovach, Economic Development Director and Grant Writer, for the City of Holbrook addressed the Board. He noted that the City of Holbrook considers NPC a major strategic partner and that they promote the College on their website and at other opportunities. Mr. Kovach thanked Mr. Orr for allowing the Holbrook group to tour and inspect the Hermosa Campus last week and said that he was addressing the Board in support of the idea to sell the Campus to the City. He said that Holbrook has been awarded a NARBA grant from the state for an estimated \$500,000-\$750,000 for a detoxification center. The site also is being considered as a place to locate multiple medical facilities that the City is trying to attract to the area. President Orr suggested to the Board that they adjourn into an executive session to discuss the requested sale. **At 10:55 am Mr. Jeffers made the motion to adjourn into executive session. A unanimous vote followed a second by Neal Thompson.** The Board returned to regular session at twelve noon.
- B) Sale of Winslow Property: Mr. Jeffers went to the County and obtained a listing of property sales in Winslow. He shared that listing with the staff and the Board. **He made a motion that the item be tabled until the staff could study the listing and prepare a revised value on the requested property. The motion also stated that the price should include any NPC staff expenses included in the study and preparation of the proposal. Neal Thompson seconded the motion and the vote was unanimous.**
- C) Participation on NATC Board: President Orr shared with the Board his understanding of the NPC/NATC relationship as based upon discussion with Interim President Passer. Dr. Passer was instrumental in the formation of the new NATC board structure. It consists of a five member board with a representative from each of the major stakeholders as identified: 1) Northland Pioneer College, 2) Navajo County, 3) Town of Taylor, 4) Fire Chief's Association and 5) Police Chief's Association. President Orr is the Board Chairman. There is no formal business plan in place and President Orr requested Dean Peggy Belknap and Vice President Jeanne Swarouth to try to come up with a viable plan from the educational perspective. That plan was presented to the Board members. Peggy explained that it was constructed using a City of Tucson model for the facility they run – not a good comparison, but the best they could find and it was based upon the assumption that classroom facilities, the burn tower, a shooting range and the driving track were in place. Mr. Hatch reviewed the plan and noted to the Board his concerns over the viability of making the center break even unless the facility was in continuous use. Dean Belknap listed the College use requirements for the facilities based on current needs as the NAVIT courses, contract training, OSHA training, industry partner needs and all college fire training. Potential problems exist because usage rights have not been defined. The Fire Chiefs expect usage for free because of previous donations. Recent payments to NATC include \$150,000 from NAVIT and \$50,000 from Navajo County. NATC debt consists of the GADA loan for \$600,000 which the Town of Taylor is currently paying and approximately \$200,000 owed



to Hatch Construction for work on the track and burn tower foundation. NPC has a running tab of about \$4,400 in time/expense since Mr. Orr became involved. Mr. Baldwin asked what role Pima College has in Tucson's facility. "It is Tucson's facility," Peggy said. "Pima contracts to use it for their needs." President Orr met with Senator Jake Flake and discussed the Arizona State money that was granted to Central Arizona Community College for a training facility in the last legislature. He stated that he would go to the Legislature with a request for a matching amount for NATC if the money was funneled through NPC. Congressman Renzi has also expressed those same conditions for seeking federal money. President Orr concurred with Mr. Hatch that the operation does not appear to be able to pay for itself. Mr. Thompson stated several times that the project needs a real business plan to guide the work. Mr. Jeffers noted that NPC has more than met what the College originally agreed to do and that he thought NPC should have no further role in NATC other than the current agreement that guarantees educational rights at the facility. He also expressed concern over the NPC staff and President's time involvement in the project. Mr. Thompson asked what would happen if the College withdrew from further involvement. President Orr expressed the idea that the project may fail because no one would take an active leadership role. The Town of Taylor is the most invested but they seem reluctant to step forward to assume any more active role. Navajo County leadership would be a possibility but did not seem likely in his opinion. The police and fire chiefs are loosely organized and could not provide the leadership unless they hired someone. President Orr stated that limited or no participation in NATC is the safe way to go for the College and described limited participation as not being the driver, but still on the ship. Mr. Jeffers asked how the project could move ahead at all due to their current financial position. President Orr said he foresees the organization coming back to the partners and asking for more financial help to become solvent. Mr. Jeffers expressed his concern over the College and the Board exposing itself any more financially or legally. Mr. Baldwin noted that this was a critical time for NATC and he would hate to step out now. He said the College's job is to provide needed education, which the center proposed to do, even if at a loss. Mr. Thompson spoke of timing issues and choices: 1) keep on same track; 2) cut strings (Dean Belknap said that cutting the strings would be detrimental to the College's current training partnerships.); 3) middle ground – NPC limited involvement. Mr. Jeffers again expressed that he was not comfortable with continued expenditure of NPC money. Mr. Baldwin suggested to Mr. Orr that since he was the President of the NATC Board he should make assignments and spread the work out more evenly. President Orr said that he wanted the Board to give him their direction for further involvement. He suggested Board action to either have the College live by the agreement in place with no further involvement or to authorize NPC staff resources in a limited form. Mr. Jeffers expressed concern over responsibility and liability issues with involvement of our staff. Mr. Baldwin and Mr. Thompson expressed concern for the future of the project if the College pulled out at this point. The motion was made by Norris Baldwin and seconded by Neal Thompson to have Mr. Orr continue to play a role on the NATC board with contribution of limited employee time and expertise. Mr. Orr is to keep the NPC Board fully informed. Mr. Jeffers said that it was irresponsible to have College involvement open ended financially or time wise. Mr. Thompson reiterated that the motion contained the word "limited". Mr. Jeffers stated that NATC should contract no further debt until their financial situation became solvent. Mr. Peaches called for a vote and Norris Baldwin and Neal Thompson voted in favor of the motion. Mr. Jeffers voted against the motion and when asked, Mr. Peaches said he would not vote. The motion passed on a majority vote.

**New Business:**

- A) Potential Partnership with Dine College at Dilkon: President Orr informed the Board that he and other College staff members have met twice with representatives of Dine College. Discussion has begun to initiate a partnership in a joint educational effort at Dilkon. The College will be doing a needs assessment and a community survey. Mr. Jeffers commented that it was refreshing to be working with Dine rather than going in opposite directions. He congratulated President Orr for the effort.



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**Standing Business:**

- A) Strategic Planning and Accreditation: President Orr recommended to the Board that a study session devoted to strategic planning be scheduled before the next Board meeting to establish the vision and direction to guide the rest of the strategic planning for the College. Terri Tubbs will coordinate.
- B) Consider Curricula: None
- C) Consider Grants and Contracts: President Orr congratulated Dean Belknap and Dean Spangler for their work with Dr. Swarthout in preparing the US Department of Labor grant application – Education Makes Power in a very short time frame. It asks for approximately \$5 million and will be awarded by December. The written goal of the grant application is to build NPC's capacity to meet the education and training needs of the power generation and supply industry of Northeastern Arizona.
- D) Consider Board Policy and Administrative Procedure: The revision of Procedure #2125 was provided for the Board's review. The Procedure was reviewed by the College attorney and all College personnel.
- E) Update on Personnel: The new format for presentation of the personnel information was noted.

**Announcements and General Information:** FTSE is flat but the College is hoping that at the completion of Dual Enrollment registration the numbers will be slightly up. President Orr said he has received some good suggestions for increasing FTSE from College personnel. They will be reviewed and implemented if possible. President Orr informed the Board that the College selected the firm of Mangum Wall Stoops and Warden of Flagstaff to provide College basic legal services through the agreement with the Trust. Mr. Peaches and President Orr will be attending the 2006 Athena Roundtable in Cambridge, Massachusetts next month. The NPC Chapter of Phi Theta Kappa will hold their annual induction ceremony on October 13, 2006 at 7:00 pm at the Performing Arts Center on the Silver Creek Campus.

**Board Member Discussion Items:** Bill Jeffers complimented Mr. McLane for his efforts in behalf of the Navajo County Fair. The new Miss Navajo County is an NPC student and represented the College well.

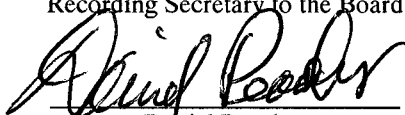
**Announcement of Next Meeting:** The next meeting will be held on October 17, 2006. A study session will be held before then to discuss strategic planning.

**Adjournment:** Neal Thompson made the motion to adjourn the meeting at 1:40 pm and after a second from Norris Baldwin, the vote was unanimous.

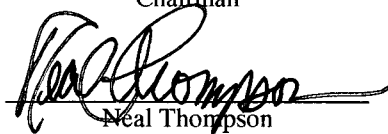
Respectfully submitted,



Terri Tubbs  
Recording Secretary to the Board



Daniel Peaches  
Chairman



Neal Thompson  
Secretary to the Board

