

# Navajo County Community College District Governing Board Study Session Minutes

October 21, 2008 – 9:30a.m.

2251 North Navajo Boulevard, Holbrook, Arizona, 86025

**Governing Board Members Present:** A.T. Siquah, Bill Jeffers, and Daniel Peaches.

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

## Reports:

### 1. **Agenda Item 7.A.: Purchase of Utility Vehicle – Vice President Hatch**

Vice President Hatch summarized the request to purchase a utility truck for the ITP program from Crane Bodies and Equipment as part of the current Carl Perkins grant proposal. Mr. Hatch stated that Staff issued Requests for Proposals to four vendors last summer. Two vendors responded with complete proposal packets in July 2008, and the responses were above the amount budgeted. Staff located a vehicle at a price of \$66,000, and recommends approval for the purchase. Peggy Belknap stated that the truck has a crane component, and is large enough to hold tools and supplies needed for the Industrial Maintenance Program. A welding component will be purchased separately and mounted onto the truck. Ms. Belknap added that the truck has the capacity to travel to various campuses and centers for instructional purposes. Mr. Hatch affirmed that the truck is brand new from an authorized dealer and has the standard warranty.

### 2. **Agenda Item 7.B.: Lease-Purchase of Vehicle with 24-Foot Enclosed Box (Dry Van) – Vice President Hatch**

Vice President Hatch presented Staff's summary and recommendation for approval of a lease-purchase, through Arizona State contract, for a 24-foot dry van for the NPC maintenance fleet from McCandless of Arizona in conjunction with Navistar Leasing Company. Staff recommends approval for the lease-purchase and authorizing President Swarthout to sign all documents. Board discussion included financing details.

### 3. **Agenda Item 7.C.: Selection of NPC DGB Member to Arizona Association of District Governing Boards – President Swarthout**

President Swarthout presented Staff's recommendation to appoint a member of the NPC District Governing Board to the Arizona Association of District Governing Boards (AADGB). Dr. Swarthout stated that with the dissolution of the Arizona Community College Association and the Executive Order establishment of the Arizona Community College Council, the AADGB will work in association with the ten district CEOs to provide recommendations to the new Council.

### 4. **Agenda Item 8.B.1.: Lease Agreement for Building Occupations and Construction (BOC) Facility – Vice President Hatch**

Vice President Hatch presented Staff's recommendation for approval of the lease of property located adjacent to the NPC welding facility and authorizing President Swarthout to sign all lease documents.

Responding to Board questions, Mr. Hatch stated that the Master Facility Plan is expected to include skill centers at the White Mountain Campus and the Painted Desert Campus. Dean Don Richie stated that some modifications to the building will be done by staff and students, the cost will come out of the operations budget, and that this building is much larger than the current facility. Dr. Swarthout affirmed that a bid process is not required for this short-term lease. Mr. Hatch affirmed that the agreement calls for a 5% increase on each two-year increment.



**5. Agenda Item 8.B.2.: Navajo County Schools Employee Benefit Trust (NCSEBT) Intergovernmental Agreement (IGA) and Declaration of Trust – Vice President Hatch**

Vice President Hatch stated Staff's recommendation for approval of the Navajo County Schools Employee Benefit Trust IGA and Declaration of Trust as amended and restated. Mr. Hatch stated that the Schools Trust has existed since 1975 and that NPC has been a member of NCSEBT since January 2002. The IGA is an amendment and restatement of the agreement between the participating schools and also represents the trust after the departure of the McNary and Vernon school districts. The agreement appoints a trustee for the District, the Vice President of Administrative Services.

Responding to Board questions, Mr. Hatch stated that financial impact of participating in the NCSEBT has been advantageous. This year there was no change in the costs associated with providing health insurance to the college or to employees. Mr. Hatch affirmed that Navajo County is not a participant in this trust.

**6. Agenda Item 8.B.3.: Department of Health and Human Services Health Resources and Services Administration (HRSA) Grant – Vice President Hatch**

Vice President Hatch summarized the grant details and presented Staff's recommendation to accept a federal HRSA grant in the amount of \$21,679. The funds provide scholarships to disadvantaged nursing students. Dr. Swarthout stated that the nursing department has strict protocol and guidelines for awarding the scholarships.

**7. Agenda Item 8.B.4.: Cooperative Purchasing Agreement for Heavy Equipment – Vice President Hatch**

Vice President Hatch stated Staff's recommendation for approval of the Cooperative Purchasing Agreement with the District, NAVIT, and Apache County for the purpose of purchasing heavy equipment.

Mr. Hatch stated that NPC will not make a direct financial contribution for the purchase of the equipment, but will serve as a linking partner in the agreement. Mr. Hatch affirmed that Apache County and NAVIT will be the title holders for the equipment and, President Swarthout will be a signer on the agreement.

**8. Agenda Item 8.B.5.: IGA for Regional Connector Transit Services – Vice President Hatch**

Vice President Hatch stated Staff's recommendation for approval of an IGA for regional connector transit services.

Responding to Board questions, President Swarthout stated that the service will provide three round trips a day between Hondah and Holbrook. Vice President Hatch stated that this is a work in progress, actual usage will determine future changes in the service. Dr. Swarthout stated that Winslow and Springerville could be added to the route in the future, and suggested that Whiteriver should be included in a Phase II study.

**9. Agenda Item 8.E.1.: Curriculum**

Vice President Vest presented a summary for Staff's recommendation to include three Biology courses in the NPC catalog that satisfy general education requirements for the Associate of Science degree.

**10. Agenda Item 8.E.2.: Curriculum**

Vice President Vest presented a summary for Staff's recommendation to include one Biology course in the NPC catalog that may be taken to satisfy general education requirements for the Associate of Arts degree.

**11. HB2230 Textbook Policy information – first read – President Swarthout**

Dr. Swarthout informed the Board that legislation passed in the 2008 session requires the governing board of each community college district to adopt policies on or before January 1, 2009, that instruct faculty members or any other employees in charge of adopting course materials to make a request for information. The included board packet information is a first read. A final draft will be presented at the next board meeting.



**12. Commencement - Vice President Vest**

Vice President Vest briefed the Board on the advantages and disadvantages of various commencement ceremony options. The suggest alternative would be to hold a ceremony for the students at the south end of the county in the Show Low High School auditorium and another for students at the north end of the county in the George Gardner Fine Arts Auditorium at Holbrook High School. The college was provided with free use of the Gardner Fine Arts Auditorium through the Triumph School Facility Use Agreement with the Holbrook Unified School District. Board discussion included setup and travel costs, staff involvement, ticket availability, student and family access to the ceremonies and receptions, and overall logistics. Board members supported the idea to give it a try this year.

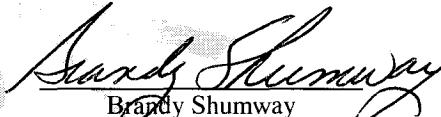
**13. Direction on NATC – President Swarthout**


President Swarthout stated that the administrative team requests direction from the District Governing Board regarding the college's relationship to the Northeast Arizona Training Center activities. Dr. Swarthout gave the Board a brief background history of the college's relationship with NATC, and will provide more background upon Board requests. The first million dollars has been expended or earmarked.

Responding to Board questions, Dr. Swarthout stated that the facility is functioning, but completion is contingent on the second million dollars. President Swarthout requested that NATC hear NPC's position on the bylaws, and recommended that NPC holds to the March 2006 agreement. Dr. Swarthout stated that if the facility were complete, NPC would use it for NAVIT fire, OSHA, emergency medical, and various other trainings. Dr. Swarthout has asked NATC's Executive Director, Eric Ritz, to return to the NPC DGB with an operational plan and has asked the NATC Board to attend the NPC District Governing Board study session meeting in November.

Study session ended at 10:59a.m.

Respectfully submitted,

  
Brandy Shumway  
Recording Secretary to the Board

  
A.T. Siquah  
Chairman

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Kem MacNeille  
Secretary to the Board



# Navajo County Community College District Governing Board Meeting Minutes

October 21, 2008 – 11:00 a.m.

2251 North Navajo Boulevard, Holbrook, Arizona, 86025

**Governing Board Members Present:** A.T. Siquah, Bill Jeffers, and Daniel Peaches.

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

**Others present:** Peggy Belknap, Karalea Kowren, Everett Robinson, Troy Eagar, Patrick Canary, Ann Hess, Mike Lawson, Trevor Foster, Don Richie, Stan Barreras, Sandy Johnson, Brandy Hatch, Angel Cerritos, and Jake Hinton...

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

Chairman Siquah called the meeting to order at 11:12a.m. Daniel Peaches led the Pledge of Allegiance.

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

Bill Jeffers moved to adopt the agenda with one change to agenda item #11: announcement of the next regular meeting is November 18, 2008. Daniel Peaches seconded the motion. *The vote was unanimous in the affirmative.*

## **Agenda Item 3: Invitation of Public Comment**

No public comment.

## **Agenda Item 4: Reports**

### **4.A. – Financial Position – Vice President Blaine Hatch**

Vice President Hatch explained the financial position report for the budget period July 1, 2008, to August 31, 2008. Mr. Hatch summarized the Monthly Primary Property Tax Receipts chart and informed the Board that the chart will be included in future Board packets. Mr. Hatch stated that the LGIP has funds in Lehman Brothers securities; the Lehman funds are currently not liquid, and NPC may lose 40% - 50% of the \$78,000 at risk. The balance of the LGIP is in investments that are considered safe. There are no plans to change investments in the LGIP, nor plans to change investments with the Navajo County Treasurer's office.

### **4.B. – Classified Administrative Support Organization (CASO) Report –**

No report.

### **4.C. - NPC Faculty Association Report – Dr. Michael Lawson**



Dr. Lawson introduced Dr. Sandra Johnson, President Elect. Dr. Lawson stated that upon suggestions from President Swarthout regarding how to deepen shared governance with the faculty, the faculty adopted the following recommendations at the October meeting: 1) the faculty association president or designee become a standing member of the Instructional Council 2) the association recommends the transfer of responsibility of reviewing adjunct faculty applications from the Human Resource Department to the Deans.

Dr. Sandy Johnson stated that a survey was sent out to the faculty regarding options for commencement ceremonies. The faculty had two concerns: 1) lack of seating for guests 2) the faculty want to stay together with one ceremony.

Dr. Lawson reported on the Higher Learning Commission accreditation visit by Dr. Mary Breslin: 1) the college must be evaluative in preparing the self-study – it is not a time to be modest. Find evidence of what is done best, and be honest, thorough, and acknowledge areas where improvement is needed 2) the faculty will take a survey regarding shared governance within the next few weeks which will be discussed at the November meeting and evaluated and analyzed beginning in January.

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

Jake Hinton-Rivera reported that many of the Student Government Association positions have been filled. SGA members in attendance introduced themselves: Trevor Foster, President and Representative from PDC; Stan Carreras Representative from LLC; Angel Cerritos representative from SCC; and Brandy Hatch Secretary/Treasurer.

**4.E. - NPC Foundation Report –**

President Swarthout excused Executive Director, Lance Chugg, who was out on Foundation business. Dr. Swarthout reported that the golf tournament was a success with a substantial increase in revenues.

**Agenda Item 5: Consent Agenda**

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

**Consent Agenda:\*\* -----**

**(Action)**

- A. September 16, 2008 Study Session Minutes -----
- B. September 16, 2008 Regular Board Minutes -----

**Agenda Item 6: Old Business**

None

**Agenda Item 7: New Business**



**7.A. – Purchase of Utility Vehicle (Ford F550) – Vice President Hatch**

Bill Jeffers moved to approve as recommended by Staff. Daniel Peaches seconded the motion. *The vote was unanimous in the affirmative.*

**7.B. – Lease-Purchase of Vehicle (Dry Van) – Vice President Hatch**

Bill Jeffers moved to approve as recommended by Staff, and authorizing Dr. Swarhout to sign lease documents. Daniel Peaches seconded the motion. *The vote was unanimous in the affirmative.* Mr. Hatch stated that the old equipment van will be disposed of through surplus sale.

**7.C. – Selection of an NPC DGB member to the Arizona Association of District Governing Boards – President Swarhout**

Bill Jeffers moved to approve as recommended by Staff, identifying Ginny Handorf as the DGB member representative. Daniel Peaches seconded the motion. *The vote was unanimous in the affirmative.*

**Agenda Item 8: - Standing Business**

**8.A. – Human Resource Update – Troy Eagar**

Troy Eagar reviewed the Human Resource printout update. Mr. Eagar stated that a project underway in the Human Resource Department is the consolidation of job descriptions.

Responding to Board questions, Mr. Eagar stated that upon completion of the consolidation project, job descriptions will be reviewed every three years.

**8.B. – Grants and Contracts**

**8.B.1. – Lease Agreement for BOC Facility – Vice President Vest**

Bill Jeffers moved to approve the lease agreement, authorizing Dr. Swarhout to sign the lease documents; seconded by Daniel Peaches. *The vote was unanimous in the affirmative.*

**8.B.2. – Navajo County Schools Employee Benefit Trust IGA – Vice President Hatch**

Bill Jeffers moved to approve Staff's recommendation to continue the association with the Navajo County Schools Employee Benefit Trust IGA as amended and restated, and appointing the Vice President for Administrative Services as Trustee. The motion was seconded by Daniel Peaches. *The vote was unanimous in the affirmative.*

**8.B.3. – HRSA Grant – Vice President Hatch**

Bill Jeffers moved to approve Staff's recommendation to accept the grant; seconded by Daniel Peaches. *The vote was unanimous in the affirmative.*

**8.B.4. – Cooperative Purchasing Agreement for Apache County HQO Program – Vice President Hatch**

Bill Jeffers moved to approve Staff's recommendation to approve the agreement; seconded by Daniel Peaches. *The vote was unanimous in the affirmative.*



**8.B.5. – IGA for Regional Connector Transit Services – Vice President Hatch**

Bill Jeffers moved to approve Staff's recommendation to partner in the IGA and authorize a resolution for the transit service not to exceed \$7,595.00 in the first year; seconded by Daniel Peaches. *The vote was unanimous in the affirmative.*

**8.C. – SPASC Criterion 1 Report – Vice President Hatch**

Vice President Hatch introduced the Criterion 1 Mission and Integrity committee members present, Karalea Kowren and Ann Hess. Other subcommittee members are David Huish, Cynthia Hutton, Shannon Newman, and Peter Parent. Mr. Hatch explained and reviewed two handouts from the Criterion 1 subcommittee: 1) NPC's mission, visions, values, and purposes and 2) an employee survey conducted during the Fall 2008 convocation regarding the mission and integrity of the college. In preparation for the upcoming accreditation visit, Vice President Hatch asked the Board to consider the last question on the survey: "Please provide examples of how you help NPC fulfill its mission," and to be able to explain to the visiting accreditation team how Board members help NPC fulfill its mission.

**8.D. – FTSE Report – Vice President Vest**

Vice President Vest stated that, as of October 1<sup>st</sup>, fall enrollment is up approximately 9.5% from last year. Three of the four campuses have enrollment growth, with PDC up almost 27% over the previous year. Two centers have enrollment growth, and four have small declines this year. Mr. Vest stated that NPC is experiencing modest enrollment declines in regular enrollment and significant increases in online enrollment. Mr. Vest stated that a significant percentage of enrollment increase is driven by the instructional programs offered and faculty positions filled at the Department of Corrections. NAVIT and dual enrollment numbers have increased this year. Vice President Vest anticipates that last spring's enrollment numbers will hold somewhat steady for spring 2009. Mr. Vest stated that Jake Hinton will provide the college with audited enrollment numbers at the end of the month which may identify reasons for some enrollment declines.

**8.E.1. – Associate of Science Degree Biology Courses – Vice President Vest**

Bill Jeffers moved to approve Staff's recommendation as stated. Daniel Peaches seconded the motion. *The vote was unanimous in the affirmative.*

**8.E.2. – Associate of Arts Degree Biology Courses – Vice President Vest**

Bill Jeffers moved to approve Staff's recommendation as presented. Daniel Peaches seconded the motion. *The vote was unanimous in the affirmative.*

**Agenda Item 9: President's Report**

- The first meeting of the new Community College Council will take place in early November.
- President Swarthout is gathering input and information from college staff and Board members who attended recent accreditation meetings with Dr. Breslin of the Higher Learning Commission.



- Regular Data Team meetings have been re-established to increase efficiency in producing outside data reports.
- The Foundation golf tournament took place last Thursday.
- President Swarouth will attend peer review training at the Higher Learning Commission in Chicago in November.

**Agenda Item 10: Board Report/Summary of Current Events**

Chairman Siquah reported that he recently participated in a very successful ADOT careers program facilitated by the Hopi Tribe, NPC, and ADOT. Mr. Siquah complimented the continual hard work and preparation efforts made toward the accreditation process by the NPC staff. Mr. Siquah informed the Board that he will not be able to attend the November DGB meeting.

Bill Jeffers reported that he and Ginny Handorf attended a breakfast meeting with Dr. Breslin of the Higher Learning Commission. Mr. Jeffers stated that he came away from that meeting feeling positive about the upcoming accreditation review. Mr. Jeffers stated that the NPC Rodeo Club is representing the college well.

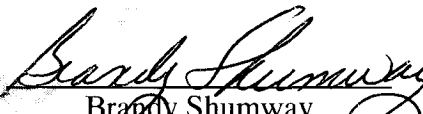
Daniel Peaches reported that he recently attended the North Central Accreditation Conference at NAU.

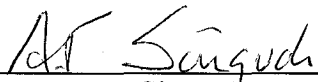
**Agenda Item 11: Announcement of Next Regular Meeting:** November 18, 2008, at 11:00a.m.

**Agenda Item 13: Adjournment**

*The meeting adjourned at 12:20p.m. upon a motion by Daniel Peaches, a second by Bill Jeffers, and a unanimous vote.*

Respectfully submitted,

  
 Brady Shumway  
 Recording Secretary to the Board

  
 A.T. Siquah  
 Chairman

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 Kem MacNeille  
 Secretary to the Board

