

Navajo County Community College District Governing Board Meeting Minutes

November 13, 2007 – 10:00 a.m.

2251 North Navajo Boulevard, Holbrook, Arizona, 86025

Governing Board Members present: Dr. Kem MacNeille, Bill Jeffers, Chariman Daniel Peaches, A.T. Siquah.;
via telephone: Neal Thompson

Staff present: Vice President Mark Vest, President Dr. Jeanne Swarthout, Vice President Blaine Hatch, Vice President Dr. Eric Henderson, and Secretary to the Board Brandy Shumway.

Others present: Maderia Ellison, Troy Eagar, Ann Hess, Everett Robinson, Donna Ashcraft, Karalea Kowren, Peggy Belknap, Sandy Johnson, Todd Bosen, Von Stradling, and Frank Pinnell

Call to Order and Pledge of Allegiance: Mr. Peaches called the meeting to order at 10:02 a.m. Neal Thompson led the Pledge of Allegiance.

Adoption of Agenda: So moved by Bill Jeffers; seconded by A.T. Siquah. Unanimous vote.

Invitation of Public Comment: None.

Agenda Item: Minutes

The minutes for the October 16, 2007, regular Board meeting were passed on a motion by A.T. Siquah and seconded by Bill Jeffers. The vote was unanimous in the affirmative.

Agenda Item: Reports

Financial Report – Vice President Hatch

Blaine Hatch presented the financial position statement for the first quarter of this school year, which completes 25% of the yearly report. He stated that there is “nothing out of the ordinary” in the expenditure lines or revenues than what is expected at this time of year.

Mr. Hatch also presented a “monthly primary property tax receipts” document to demonstrate the county’s historical revenue collection record. Mr. Hatch stated that there is a strong seasonal standard that is expected with a high collection point coming in October. Mr. Hatch suspects that there will be more revenues in November than in October. Mr. Hatch stated that he will continue to track this and that, at this time, this is not creating any cash flow problems with the college, and it is anticipated that the full tax revenue for the college will be collected this year.

CASO Report – No report.



NPC Faculty Association Report – Frank Pinnell

Mr. Pinnell stated that that faculty association “is going forward with many positive things this year:”

- 1) The association has added two more scholarships this year. They have sponsored two in the past, but this year there will be four.
- 2) The association will participate by having a float in the Holbrook and Winslow holiday parades.
- 3) The association is participating in collecting box tops to help high schools with funding.

NPC Student Government Association (SGA) Report – Jesse Valencia, Vice President for Student Activities for SGA

- 1) SGA is building a float to be used in the Holbrook, Winslow, and Show Low
- 2) SGA is participating in the box top campaign and is placing receptacles at each campus
- 3) SGA will sponsor a winter ball in December at the PDC, and will launch a newsletter around the same time
- 4) SGA is going around to each campus holding “meet and greet” sessions to introduce themselves, make their presence known, and ask for suggestions
- 5) SGA is looking at the possibility of having intramural sports and/or concerts at the different campuses starting in January; last year’s concert was very successful
- 6) SGA is considering sponsoring a public speaker series
- 7) Several student government officers will participate in leadership conferences out of state in the near future

Mr. Siquah asked about the number of students who participate in SGA. Jesse Valencia responded that student participation is low compared to the number of students attending school. He also stated that he believes that as events happen and publicity improves, momentum will pick up. Mark Vest commented that this year’s student participation is approximately three times that of last year’s. Jesse Valencia stated that there is representation from several campuses, and SGA hopes to have all campuses and centers represented in the future. Bill Jeffers asked Jesse his position in SGA, and Jesse responded that he is the Vice President for Student Activities and that he attends the White Mountain Campus. Upon inquiry from Bill Jeffers, Jesse extended an invitation to the Board to attend the December dance, “Come get jiggy with us!”

NPC Foundation Report – No report

Agenda Item: Old Business

Adjustments to Fiscal Year 2004-2005 Adopted Budget and Fiscal Year 2005-2006 Adopted Budget – Vice President Hatch

Blaine Hatch stated this is a recurring item to improve the annual budgeted expenditure limitation report. Staff has in the last month finished both reports for 2005 and 2006. The adjustments that are being proposed will reconcile the actual budgeted expenditures for these two fiscal years. The first handout is a two-page document which details the adjustments for each year. The first table summarizes what the proposed changes are for the year ending 2005, and the table on page two summarizes the changes for 2006. These adjustments will return a favorable report, a favorable variance in the expenditure limitation reports. The expenditure limitation reports are also attached for 2005 and 2006. Both years indicate that the college was below the expenditure limit and actually had some carry forward of expenditure limit for the two years. In 2005, it was about 1.4/1.5 million below the statutory expenditure limit, and in 2006 it was approximately \$362,000 below the expenditure limit. The variation depends a great deal on enrollment and as enrollment has ups and downs, we get closer or further away from the statutory expenditure limit.

Staff’s recommendation is that the Board approves the *Adjustments to Fiscal Year 2004-2005 Adopted Budget and Fiscal Year 2005-2006 Adopted Budget* as detailed in the attached explanation.

Kem McNeille moved that the Board approves the adjustments for the fiscal years 2004-2005 and 2005-2006 adopted budgets. Bill Jeffers seconded the motion. The vote was unanimous in the affirmative.



Dr. Swarthout formally introduced the new Recording Secretary to the Board and Assistant to the President, Brandy Shumway.

Agenda Item: New Business

Automotive Program Changes – Vice President Henderson

Dr. Swarthout asked Vice President Henderson to prepare a review of the Automotive Program Changes. Staff is looking for direction from the Board; this is not an action item.

Dr. Henderson gave a brief history of the program. This year Show Low HS determined that they needed that space for their own programs. NAVIT has a one-year lease on a small facility in the Show Low Industrial Park for the automotive program. That facility is not adequate for any long-term program. Therefore, staff is asking advice from the Board as to how to proceed. If the program is to continue, a permanent facility is needed. Dr. Henderson also stated that Mr. Hatch and he would like the authority to move forward and begin exploring options for a permanent home for the program. Mr. Jeffers asked where the new site might be located, as the Board was told by NAVIT that there would be an automotive functioning program along I-40 within a year from when the program was started, and it has been two and a half years. He asked if the Joseph City automotive program is functioning this year. Dr. Henderson responded that the instructor in that program left his position with Joseph City schools, and although NPC advertised for a replacement position, the program was closed for the year because essentially there was no one to teach the program.

Mr. Siquah asked what the current enrollment is in the program. Dr. Henderson responded that there are currently 26 students in the program in Show Low.

Dr. Swarthout stated that it is a NATEF approved program, but the program is not in a NATEF-adequate facility at the moment. If the program is to continue, the future facility will have to be NATEF approved.

Mr. Jeffers recalled that the automotive program is a fairly expensive program and asked if NAVIT would help with costs. Dr. Henderson responded that there is a lot of initial capital investment and that NAVIT is very interested and would partner with NPC to help establish a facility. Mr. Jeffers asked if this would be NPC-wide. Dr. Swarthout responded that, given the numbers of enrollment, it would be at the South end of the District, but was not sure where at this time.

Mr. Thompson asked how much the college has spent on the program. Dr. Swarthout responded that the college has spent very little capital on the program; most of the investment has been in non-capital. Dr. Swarthout also stated that more research is needed to answer the question of cost to NPC. Mr. Jeffers stated that if this is going to be NPC driven, he wants assurance that any NPC student could take the classes if offered. Dr. Swarthout stated that if there is any NPC investment, such programs would have to be open to NPC students. Mr. Jeffers suggested that the search not be limited to the south county. Per Mr. Thompson's suggestion, Dr. Swarthout stated that she would continue her discussion with Show Low High School as well as look into other high schools in the district that might have faculty or potential to build a program in those locations as well. Dr. Swarthout stated that this will be an agenda item for next month, and that a report will be brought to the Board.



2007-2008 Dual Enrollment IGA Amendment – Vice President Hatch

Blaine Hatch stated that during the last legislative session, laws were changed regarding IGA's; therefore, NPC is proposing an amendment regarding information NPC is asking the high schools involved in dual enrollment to provide. He also stated that part of the new law requirement is a new template for dual enrollment.

Staff recommends that the Board approve the amendment, as attached, to the 2007-2008 enrollment IGA.

Bill Jeffers made a motion to adopt the amendment for the dual enrollment IGA's as presented. The motion was seconded by Dr. Kem McNeille. When asked by Mr. Siquah about Chinle's IGA, Dr. Swarthout explained that not all IGA's have been returned to NPC, and more will be forthcoming throughout the year. Mr. Jeffers asked if proof of citizenship was required on the form. Mr. Hatch responded that the dual enrollment legislation did not address specifically proof of citizenship, but as a college-enrolled student, students are required to provide proof of citizenship. Neal Thompson asked who actually pays the cost of the program. Mr. Hatch responded that with this amendment, NPC is asking for the information needed from the school districts combined with the information at the college level to submit both pieces in a template to JLBC that identifies who is the payer.

Chairman Peaches called for a vote. The vote was unanimous in the affirmative.

Agenda Item: Standing Business

Strategic Planning and Accreditation Steering Committee Report (SPASC) – President Swarthout

Dr. Swarthout stated there will be a return to last year's status, which is to give a report every month to the Board on the status of the Strategic Planning and Accreditation Steering Committee and provide the Board with information from each of the criterion subcommittees. The most important point Dr. Swarthout wanted to make is that the SPAS Committee worked very effectively toward the end of last year even with faculty not on contract during the summer. A great deal was accomplished and this fall there has been tremendous progress on accreditation and strategic planning. We have web sites and resource sites and teams working in every direction. We do not have the Constellation survey results back from the Higher Learning Commission yet. We will get the Constellation survey results at the January 11th convocation and staff from the HLC will be here to facilitate. As promised, Donna Ashcroft presented the Board with NPC T-shirts as a result of having more than 80% of the surveys returned. The actual results were 125% return. Dr. Swarthout thanked the entire college for their support of the accreditation process.

Consider Grants/Contracts – President Swarthout

Dr. Swarthout stated that only one of the IGA's is presented in the Board packets since all of the IGA's have the same wording. The IGA's being considered today are for: Holbrook, Snowflake, Joseph City, Winslow, Window Rock, Sanders, Round Valley, St. Johns, Heber-Overgaard, Ganado, and Show Low U.S.D.'s.

Staff recommends approval of the above-mentioned IGA's. **Bill Jeffers moved that the Board approve the dual enrollment IGA's with the schools listed and as presented. The motion was seconded by Kem McNeille. The vote was unanimous in the affirmative.**

Exterior Building Improvements: White Mountain Campus, Silver Creek Campus, Little Colorado Campus – Vice President Hatch

Blaine Hatch stated that an additional document is provided today which updates information regarding this bid. Bids were received this past Thursday. Due to the change in the Board meeting date, the document was not available in time for the Board packet. Mr. Hatch explained the bid process to the Board as well as the various improvement projects to the above-listed campuses.



Staff recommends award of bid to BMJS Construction for Base Bid #2 with Additive Bids Nos. 2A, 2B, and 2C minus all work specified for the Performing Arts Annex and Base Bid #3 with Additive Bids Nos. 3A, 3B, and 3C for a price not to exceed \$950,000.00.

Blaine Hatch clarified bid amounts and stated that BMJS Construction is based out of Winslow. Work will start in the next 30 days and will be completed within four to five months. He commented that these exterior improvements will give a cohesive appearance to the campuses. Mr. Hatch also stated that the money has been budgeted and is available via the capital plan which was approved in January of 2006.

Bill Jeffers moved that the Board accept the recommendation of the staff and award the bids as described for the improvement of the White Mountain, Silver Creek, and Little Colorado Campuses. The motion was seconded by Neal Thompson.

Mr. Thompson asked how close the estimated costs came in that were budgeted compared with the actual bid. Mr. Hatch responded that the bids came in higher than anticipated. The entire project, as listed, would be about \$1.5 million. Mr. Hatch affirmed to Mr. Thompson that the project was identified and budgeted for but it was an underestimation of the actual costs.

Chairman Peaches called for a vote. The vote was unanimous in the affirmative.

NATC Reimbursement to Town of Taylor for GADA Loan Payments – Vice President Hatch

Dr. Swarthout stated that staff is recommending reimbursement to the Town of Taylor on the GADA loan which has been approved by the NATC Board.

Blaine Hatch summarized that the Board is aware of the project with NATC and also aware of the fact that NPC received funding as part of the capital funding distribution from the State this year of \$1 million earmarked for the construction of the NATC facility. As this project was started, the Town of Taylor issued a bond through the Greater Arizona Development Authority (GADA) for just over \$500,000 which was specifically earmarked for the construction of the burn tower. The Town has received \$525,000 and has disbursed those funds all for burn tower related expenditures. Taylor began making repayment of the loan based on debt service schedule in December of 2005. They have made four payments totaling \$83,000. There is another payment due which is an interest-only payment in February of almost \$11,000. At the last NATC Board meeting, reimbursement of the four debt service payments by the Town of Taylor and payment of the February service debt payment, which is the only remaining payment in this fiscal year, were recommended by that Board.

Staff recommends approval of reimbursement to the Town of Taylor for Greater Arizona Development Authority bond repayments totaling \$83,203.41, and staff recommends approval to reimburse the Town of Taylor for the February 2008 payment of \$10,875.

Bill Jeffers summarized that approximately \$100,000 would come out of the million dollars the State has presented for the burn tower for NPC to administer. Mr. Hatch affirmed. Mr. Jeffers asked if the NATC Board has come up with a new business plan for future success. Mr. Hatch responded that there is in process, through the NATC Board and a planning committee, work being done on an operational plan for the facility. He estimates that there will be just under \$700,000 remaining on the debt that needs to be expended for construction of the facility. There is a plan in process for that expenditure and for the continued construction of the facility in order to make it operational. Mr. Jeffers followed up stating that he would not hesitate to use the rest of the money to pay off the Town of Taylor. Neal Thompson agreed. Dr. Swarthout stated that the NATC Board must approve first, then the NPC District Governing Board must approve before NPC can disburse funds over which NPC is the administrator.



Neal Thompson made a motion for approval of the NATC reimbursement to the Town of Taylor for GADA bond repayments totaling \$83,203.41 that have been disbursed and approval to reimburse the Town of Taylor for the February 2008 payment of \$10,875. The motion was seconded by Bill Jeffers. The vote was unanimous in the affirmative.

Consider Board Policy and Review Administrative Procedures – No Report

Consider Courses/Curricula – No Report

Apache County Higher Education Board Report – President Swarthout and Todd Bosen

Dr. Swarthout welcomed and recognized the Apache County visitors and turned over the time to Mr. Todd Bosen.

Neil Thompson terminated his telephone call and exited the meeting at 11:10a.m.

The Apache County Higher Education Board presented a brief slide show of the St. John's center narrated by Karalea Kowren. Ms. Kowren stated that the facility was recently purchased by the County from the City and will become a County building by December 1, 2007.

Mr. Todd Bosen expressed his thanks for today's warm reception. He stated that Apache County feels that NPC is vital to the area and that they are glad that NPC is there. He spoke about different entities/individuals involved from the community, gave some history, and recognized that both parties are financially responsible, which needs to be equitable for both. He stated that they are not part of the NPC District because they want to have autonomy and be involved in higher education as much as they possibly can in Apache County. They have looked at other entities, but cannot find anything else as desirable as NPC. They want the relationship to continue for as long as possible. He stated that they are proud to be part of this mutual relationship. Mr. Bosen again complimented the District Governing Board and President Swarthout. He invited the DGB to visit Apache County on Thursday, January 17, 10:00a.m. To entice the Board to visit, he said there will be a helicopter available from SRP for an aerial view of the area. Bill Jeffers stated that he feels good about this relationship and the excitement and energy expressed by Apache County. Dr. Swarthout and Chairman Peaches expressed their thanks for Apache County's support of NPC and for today's favorable report.

Agenda Item: President's Report

Dr. Swarthout asked the Board to consider approving resuming Board study sessions and a "consent agenda" for routine items beginning in January 2008.

Dr. Swarthout confirmed that the Higher Learning Commission will be visiting three NPC centers in the spring. They will visit the Whiteriver, St. Johns, and Hopi centers. The date(s) for this visit will be forthcoming.

Dr. Swarthout invited the Governing Board to attend NPC's Holiday Party, December 1, 2007, from 6:00p.m. – 10:00p.m.

Dr. Swarthout mentioned that information regarding a fund raiser for PDC's Campus Manager's (MiAnna Tyler) family can be obtained from the President's office.

Agenda Item: Board Report/Summary of Current Events

Bill Jeffers thanked the faculty and staff for participating in the local holiday festivities, parades, etc. He asked if the College had been approached to provide music or choral groups for the local Festival of Trees. Dr. Swarthout responded that she had not heard anything, but will be sure to follow up with this.

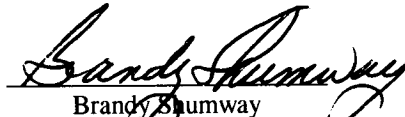
Mr. Jeffers commented that a driver's license issued before October 1, 1996, it is not proof of citizenship for NPC's student registration process.

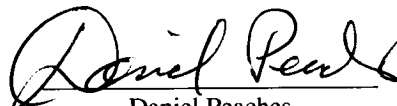



Announcement of Next Meeting: December 18, 2007 10:00 a.m.

The meeting adjourned at 11:40a.m. upon a motion by Bill Jeffers and a second by Dr. Kem MacNeille and a unanimous vote.

Respectfully submitted,


Brandy Shumway
Recording Secretary to the Board


Daniel Peaches
Chairman


Neal Thompson
Secretary to the Board

