

Navajo County Community College District Governing Board Meeting Minutes

January 15, 2008 – 11:00 a.m.

2251 North Navajo Boulevard, Holbrook, Arizona, 86025

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

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

Others present: Troy Eagar, Ann Hess, Everett Robinson, Frank Pinnell, Leslie Meyer, Jake Hinton, Chester Crandell, Karalea Kowren, Maderia Ellison, Peggy Belknap, Eric Ritz, Mira White, James Henderson Jr.

Agenda Item 1: Call to Order and Pledge of Allegiance

Mr. Peaches called the meeting to order at 11:04a.m. A.T. Siquah led the Pledge of Allegiance.

Agenda Item 2: Adoption of Agenda

So moved by Neal Thompson; seconded by Bill Jeffers. *The vote was unanimous in the affirmative.*

Agenda Item 3: Board Election of Officers

Dr. Swarouth provided a list of former Board Chairs. Mr. Peaches called for a nomination of Board Chair. Bill Jeffers nominated Mr. A.T. Siquah; motion was seconded by Neal Thompson. *The vote was unanimous in the affirmative.*

Bill Jeffers nominated Dr. Kem MacNeille as Board Secretary; seconded by Neal Thompson. *The vote was unanimous in the affirmative.*

Newly elected Chairman, Mr. A.T. Siquah, thanked the members of the Board for their vote of confidence and took his new seat.

Agenda Item 4: Invitation of Public Comment

There was no public comment

Agenda Item 5: Reports

5.A. - Financial Report – Vice President Hatch

Vice President Hatch presented the financial position report through the end of November, 2007, indicating that the budget is on target. NPC is not experiencing budget shortfalls this fiscal year.

Vice President Hatch presented a budget calendar for fiscal year 2008-2009. Mr. Hatch stated that proposed tuition and fee schedules and a budget analysis will be presented to the Board for review and discussion with approval scheduled for the March meeting. In February, salary and benefit proposals will be presented with the goal of approval at the April meeting. At the April meeting, the entire budget package will be in place for adoption of a tentative budget, which will lead to a final budget adoption in May.



The Legislature is considering a proposal to rollback the \$1 million of NATC funding and suspend the capital outlay. NPC received all of the capital outlay funds in July, totaling approximately \$500,000, which have been expended. Mr. Hatch recommended that NPC move forward with the current budget and, if the Legislature decides to withdraw funding, NPC will adjust the budget at that time. Mr. Hatch stated that the Governor's recent budget plan would not have a significant impact on NPC's budget.

Blunk Estate Update: Mr. Hatch stated that the sale of the property on Oak Street has been concluded; sold at \$30,000. The Winslow property has been listed for three months at a price of \$79,000; the realtor suggests dropping the price to \$69,900. The property in Phoenix will undergo some physical improvements and, once completed, the realtor suggests a market value of \$110,000 - \$120,000.

Hermosa Campus Update: NPC has submitted all paperwork to the title company; the money is in escrow, and it should close this week at approximately \$200,000.

5.B. - CASO Report – No report

5.C. - NPC Faculty Association Report – Frank Pinnell

Mr. Pinnell stated that the Faculty Association met Friday afternoon after Convocation. The feedback was positive regarding Convocation. Work continues to be done on scholarship funding. The faculty has committed to work more with Student Government to help with their fundraising. Work continues to improve communication with adjunct faculty. Mr. Pinnell stated that there are approximately 70 full time faculty employed and that currently all positions are filled.

5.D. - NPC Student Government Association (SGA) Report –

Jake Hinton stated that there is no report at this time.

5.E. - NPC Foundation Report – Leslie Meyer

Leslie Meyer reported that groundwork is complete for a revitalized and productive 2008. Nearly \$22,000 is earmarked for student scholarships raised last year from three major events: Music in the Pines by the Phoenix Symphony String Quartet (\$4,200), Golf Tournament at Snowflake Golf Course (\$12,000), and the Auction in Holbrook (\$5,700). The audit should be completed in the next two weeks. Ms. Meyer stated that Dennis Hughes is the current President of the Foundation and that there is a fundraising budget process. Ms. Meyer agreed to provide a list of scholarship recipients to the Board. Vice President Vest stated that all money raised last year was awarded, \$30,000.

Agenda Item 6: Consent Agenda

Bill Jeffers made a motion to consider the Consent Agenda; Kem MacNeille seconded the motion.

The vote was unanimous in the affirmative.

Neal Thompson moved to approve the consent agenda; Daniel Peaches seconded the motion.

The vote was unanimous in the affirmative.

Agenda Item 7: Old Business

There was no Old Business



Agenda Item 8: New Business

President's and Deans' Honor List – President Swarthout

President Swarthout introduced Jake Hinton who presented the criteria for honoring and recognizing student achievement.

The Deans Honor List requires students to have a minimum of 12 credit hours at the 100 level or higher and a GPA of 3.5-3.9. Incompletes and pass grades will not count toward the Dean's List.

The highest honor, the President's List, requires students to have a minimum of 12 credit hours at the 100 level or higher and a GPA of 4.0. Incompletes and pass grades will not count.

The Registrar's office will notify eligible students via letter. Mr. Hinton stated that, as of today, there are 126 students eligible for the Deans' Honor List and 101 students eligible for the President's Honor List.

Bill Jeffers moved to approve the recommendation for the concepts of President's and Deans' Honor Lists; seconded by Daniel Peaches.

Vice President Vest stated that once the Lists are established, the Marketing Department will inform the local newspapers for community recognition. Mr. Hinton stated that the honors will also be noted on student transcripts.

The vote was unanimous in the affirmative.

Agenda Item 9: Standing Business

9.A.1. - Strategic Planning and Accreditation Steering Committee Report – Criterion 2 – Vice President Vest

Mark Vest introduced two members of the team in attendance: Peggy Belknap and Maderia Ellison. Vice President Vest explained that the Criterion 2 Team is divided into four two-person groups. Each group is taking one of the four subcomponents of the criteria, defining what kinds of processes, documents, and evidence can be accumulated for each one of the subcomponents and collecting the data. In the early spring, they will begin an evaluation of the college's historical, current, and planned future capacity to meet the challenges of planning.

9.B. – Personnel Update – Troy Eagar

Mr. Eagar stated that NPC is now registered for the E-verify System. He also mentioned that the employee benefits responsibilities will be transitioned from Vice President Hatch's office to Human Resources in the near future. Another project underway is the establishment of a new hire orientation program which is targeted to be in place by the beginning of March.

Mr. Eagar stated that two of the five positions which were open in December have been filled. Responding to questions from the Board, Mr. Eagar stated that there has been a good pool of qualified candidates and that strategic advertising is essential to filling most positions. He also said that his office is in the process of doing survey studies to compare salaries locally, state-wide, and nationally. Mr. Eagar stated that there is a "check out" list when employment is terminated, and exit interviews are conducted when possible.

Grants and Contracts – President Swarthout

Bill Jeffers moved to table Agenda Item 9.C.1. until the next Board meeting. The motion was not seconded.

Neal Thompson moved to approve Agenda Item 9.C.1., the purchase of relocation and renovation services for the NATC modular classroom. Daniel Peaches seconded the motion.

The motion carried with three votes in the affirmative and one opposing vote.

Bill Jeffers moved for approval to contract engineering services for NATC. Neal Thompson seconded the motion.

The vote was unanimous in the affirmative.



Agenda Item 10: President's Report

10.A. – Reminder: January 17th helicopter tour and lunch, 10:00a.m., Apache County

10.B. – Higher Learning Commission Update on Center Visits

A representative from the HLC will be visiting three NPC Centers on April 6 – 9. This visit is required by the Department of Education for all colleges that have multiple centers which have not been visited for five years.

10.C. – Department of Education Ruling

NPC received notification that the US Department of Education has rescinded a ruling that is part of NPC's statement of affiliation with the HLC which says that NPC does not need to consult with the HLC to establish new sites with the same degree programs that are already in place.

10.D. – DGB Photos

Reminder: the DGB will have new photos taken immediately following today's meeting.

10.E. – Assess Academy

An NPC team has just returned from the kick off of the Assessment Academy, which is an Higher Learning Commission activity. NPC's entire team will attend in February.

10.F. – JLBC Report

This information was covered in Vice President Hatch's financial report summary.

10.G. – Convocation Summary

Convocation was held Friday, January 11, 2007. Two handouts are provided today; more Convocation information and Constellation survey results will be forthcoming as they become available from the various committees.

Report – Automotive Program

Responding to Board questions, Vice President Henderson stated that he and Vice President Hatch have investigated a possible site in the Show Low Industrial Park with potential for Automotive Program and Construction Trades classes. Other possible sites were discussed, and President Swarthout stated that she continues to have ongoing conversations with persons from Show Low Bluffs. Vice President Hatch stated that, as sites are considered, staff is keeping in mind the potential to tie in to the future Master Facilities Plan. Dr. Henderson stated that there were no qualified applicants for the Automotive Instructor position which was advertised last Fall at the Joseph City site.

Agenda Item 11: Board Report/Summary of Current Events

Bill Jeffers announced that Mr. Walter Carpenter, one of NPC's founding members, recently passed away.

The Board requested a review of the City of Holbrook's purchase of the old Hermosa Campus at the next meeting.

Mr. Daniel Peaches introduced a visitor, former Senator James Henderson.

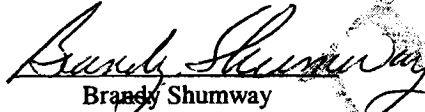


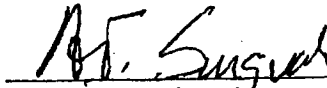
Agenda Item 12: Announcement of Next Regular Meeting – February 19, 2008

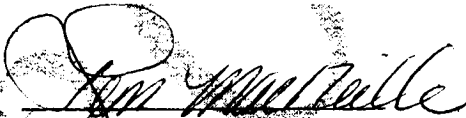
Agenda Item 13: Adjournment

The meeting adjourned at 12:34p.m. by a motion from Neal Thompson, a second from Daniel Peaches, and a unanimous vote.

Respectfully submitted,


Brandy Shumway
Recording Secretary to the Board


A.T. Siquah
Chairman


Kem MacNeill
Secretary to the Board

