

Navajo County Community College District Governing Board Meeting Minutes

March 18, 2008 – 11:00 a.m.

2251 North Navajo Boulevard, Holbrook, Arizona, 86025

Governing Board Members Present: Chairman A.T. Siquah, Neal Thompson, Bill Jeffers, Daniel Peaches.
Absent: Kem MacNeille

Staff Present: President, Dr. Jeanne Swarhout; Vice President, Dr. Eric Henderson; Vice President, Mark Vest; Director of Information Services, John Velat; Director of Financial Services, Maderia Ellison; Board Secretary, Brandy Shumway.

Others present: Dan Simper, Mira White, Everett Robinson, Ann Hess, Rose Kreher, Leslie Meyer, Eric Ritz, Troy Eagar, and Linda Morrow.

Agenda Item 1: Call to Order and Pledge of Allegiance

Chairman Siquah called the meeting to order at 11:14a.m. Neal Thompson led the Pledge of Allegiance.

Agenda Item 2: Adoption of Agenda

Bill Jeffers moved to adopt the agenda; Neal Thompson seconded the motion. *The vote was unanimous in the affirmative.*

Agenda Item 3: Invitation of Public Comment

Linda Morrow, Superintendent of Navajo County Schools, expressed her appreciation for NPC and offered her continued support.

Agenda Item 4: Reports

4.A. - Financial Report – Director of Financial Services, Maderia Ellison

Maderia Ellison presented the financial position for the budget period July 1, 2007, to January 31, 2008, as per Board packet.

4.B – Classified Administrative Support Organization (CASO) Report – CASO Secretary, Rose Kreher

Rose Kreher presented two items:

- 1) CASO will hold a retreat on May 9, 2008, at the Silvercreek Campus. President Swarhout will address the topic of how CASO can contribute to help the college achieve re-accreditation. CASO will also do some strategic planning for their organization during the retreat.
- 2) CASO asked the Board to study the idea of closing the college for one week in December during the holiday break in lieu of salary negotiations. Ms. Kreher stated that this would be an employee morale booster and a possible savings in utilities and temporary employee salaries, particularly noting the possibility of possible budget cuts by the legislature. Chairman Siquah suggested that the college take a look at the actual fiscal impact of closing all facilities for one week.

4.C. - NPC Faculty Association Report – No Report

4.D. - NPC Student Government Association (SGA) Report – No report

4.E. - NPC Foundation Report – Leslie Meyer

Leslie Meyer reported that the foundation will hold a Board of Directors meeting on Thursday, March 20, 2008. Ms. Meyer distributed a breakdown of NPC scholarship awards. Ms. Meyer stated that there are currently 11 Board members with a 35 member limit. Responding to Board questions, Vice President Vest stated that the college has a range of scholarships that have specific categories and that general scholarship money received from the Foundation is primarily used to help students who are not eligible for funding from other sources.



Agenda Item 5: Consent Agenda

- A. February 18, 2008 Study Session Minutes
- B. February 18, 2008 Regular Board Minutes
- C. Approve Schedule of Course Fees for 2008-2009 Academic Year which was discussed during study session held on March 18, 2008
- D. Approve Schedule of Tuition and General Fees for 2008-2009 Academic Year which was discussed during study session held on March 18, 2008
- E. Move April Meeting Date from April 8th to April 22nd
- F. Disposition of "Blunk" Property in Winslow; sale of which was discussed during study session held on March 18, 2008

Bill Jeffers moved to approve items A through E on the consent agenda. Daniel Peaches seconded the motion. ***The vote was unanimous in the affirmative.***

5.F. - Disposition of "Blunk" Property in Winslow; sale of which was discussed during study session held on March 18, 2008

Neal Thompson moved that the Board allow the President to proceed with the sale of the Blunk property in Winslow by communicating NPC's decision to the real estate agent to follow a multiple-offer procedure. The Board authorized President Swarhout to conclude the sale of the property. Bill Jeffers seconded the motion. ***The vote was unanimous in the affirmative.***

Agenda Item 6: Old Business

None

Agenda Item 7: New Business

None

Agenda Item 8: - Standing Business

8.A. - Spring Enrollment Report - Vice President Vest

Vice President Vest presented an explanation of materials in the Board packet, as well as three additional handouts: Fall to Fall Data Comparison 2006-2007, Final FTSE Report Spring Semester 2008, and FTSE Comparison Spring 2006-2008. Referring to Board questions posed at the December 2007 Board meeting, Vice President Vest affirmed that among other factors such as faculty hirings, course offerings, and the state of the economy, time and money spent for marketing has contributed to an increase in overall student enrollment. Responding to Board questions, Vice President Vest stated that continued work to improve technology efforts should help to increase enrollment at the Centers. Fall 2007 and Spring 2008 enrollment numbers are up; short-term and summer figures are unknown but, at this point in time, the annualized FTSE baseline remains at plus 145. Mr. Vest stated that there is a lot of student movement between SCC and WMC campuses and PDC and LCC campuses based on course availability and convenience to students. He also stated that the Enrollment Management Committee is investigating options to address the student movement issue. Responding to Board inquiries, Mr. Vest stated that student enrollment in programs such as the Department of Corrections, Dual Enrollment, and NAVIT is sustainable as long as the legislature allows it to be sustainable.

8.B. - Criterion Four - Leslie Collins

Criterion Statement: The organization promotes a life of learning for its faculty, administration, staff, and students by fostering and supporting inquiry, creativity, practice, and social responsibility in ways consistent with its mission.

Leslie Collins presented the Criterion Four Subcommittee (Acquisition, Discovery, and Application of Knowledge) Report per Board packet.



8.C. – Personnel Update – Director of Human Resources, Troy Eagar

Troy Eagar presented the Personnel Report per Board packet. He added that the Web Content Specialist position has been put on hold and another position, Administrative Assistant to the Vice President for Learning is being added to the list with the announcement of Rose Kreher's upcoming retirement. Since the last report, the position of Interim Dean of Career and Technical Education has been filled by Thomas Nagle.

Agenda Item 9: President's Report

President Swarthout distributed a letter to the Board from The Higher Learning Commission stating that the 2009-2010 Evaluation Visit has been scheduled for October 26 through October 28, 2009. Dr. Swarthout stated that NPC timelines are on schedule and that the Board should have a draft of the self-study for Board comments in May 2009, with a final copy in August, 2009. Dr. Swarthout reminded the Board that The HLC's site visit to the Centers takes place April 6, 7, and 8, 2008.

Dr. Swarthout reminded the Board that open houses at each campus will be held in the month of April and that there will be a building dedication at PDC on April 29th.

Mr. John Velat stated that upgrades to the college-wide network will be put out for bid next month and, upon Board approval, construction should begin shortly thereafter.

Agenda Item 10: Board Report/Summary of Current Events

Bill Jeffers complimented the Finance Department for their excellent reports and presentation. He also commented that construction will begin shortly on the site of two old buildings at the former Hermosa Campus. He expressed appreciation for the new college map. He also stated that he looks forward to seeing the NATC's budget at some future point.

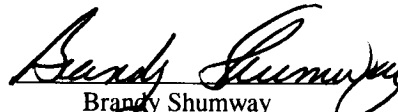
Chairman Siquah reminded Board members to attend the campus open houses and building dedication if possible.

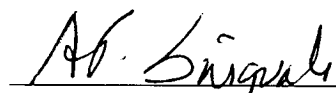
Agenda Item 11: Announcement of Next Regular Meeting: April 22, 2008, at 11:00a.m.

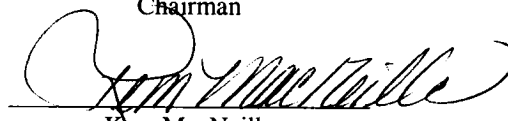
Agenda Item 13: Adjournment

The meeting adjourned at 12:15p.m. upon a motion by Neal Thompson, a second by Daniel Peaches, and a unanimous vote.

Respectfully submitted,


Brandy Shumway
Recording Secretary to the Board


A.T. Siquah
Chairman


Kem MacNeille
Secretary to the Board

