

# Navajo County Community College District Governing Board Study Session Minutes

March 18, 2008 – 9:30a.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; Secretary to the Board, Brandy Shumway.

## Reports:

- 1. Agenda Item 5.C.: Schedule of Course Fees for 2008-2009 Academic Year – Maderia Ellison**  
Maderia Ellison presented Staff's recommendation for the approval of the 2008-2009 Course Fees, agenda action item 5C. Ms. Ellison stated that the attached course fee schedule is unchanged from the information presented in the February 19, 2008, District Governing Board meeting. She also stated that Instructional staff conducted a comprehensive review of all course fees to assure course fees are based on cost of consumable supplies. Board discussion of course fees included the purpose of charging fees and comparisons of NPC fees to other community colleges in the state.
- 2. Agenda Item 5.D.: Schedule of Tuition and General Fees for 2008-2009 Academic Year – Maderia Ellison**  
Maderia Ellison presented Staff's recommendation for approval of the 2008-2009 Tuition and General Fees, agenda action item 5D. Ms. Ellison stated that the attached tuition and fee schedules are unchanged from the information presented in the February 19, 2008, District Governing Board meeting. Approximately \$250,000 additional revenue will be generated by the proposed increases. Continued constraints on property tax levies and possible state aid cuts increase the importance of maintaining steady tuition revenue growth. Historical tuition rates and comparatives were included in the tables and charts following the schedules. Board discussion of tuition and general fees included the relationship between tuition and enrollment, the increase in tuition by \$4.00 per credit hour, the impact of a tuition increase on students, and comparison of NPC tuition and fees to other community colleges in the state.
- 3. Report 3: Preliminary Budget Analysis – Maderia Ellison**  
Maderia Ellison presented Staff's preliminary budget analysis to the Board. Board discussion included the proposed tax increase based on the maximum tax levy limit allowed by the legislature, contractual compensation and instructor overload compensation, standard instructor load points/units per semester, possible tax rollbacks by the legislature, increases in property taxes, and tax levy rate formulas.
- 4. Report 4: Salary Proposal – Maderia Ellison**  
Maderia Ellison presented the salary proposal as included in the Study Session packet, and distributed an additional handout for background information. She stated that the proposed salary increase for 2008-2009 is 4.5%. Responding to Board questions, Dr. Swarhout explained the salary range history and affirmed that adjustments have been made for technical and hourly staff base salaries for 2008-2009. Ms. Ellison stated that medical premiums for 2008-2009 should not increase for the employees or for the college. Mark Vest stated that there was a 4.6% increase in regular semester enrollment in the fall; there should be a 9.6% increase in spring enrollment. Short term and summer school enrollment numbers will not be available until July. Vice President Vest is "cautiously optimistic" that enrollment numbers will increase despite possible legislative measures.



**5. Explanation of April Regular Board Meeting Date Change – President Swarthout**

Dr. Swarthout stated that calendar adjustments including site visits from the Higher Learning Commission as well as attendance of several NPC administrators at a Higher Learning Commission conference in Chicago in April necessitate moving the April Board meeting to April 22<sup>nd</sup>.

**6. Recommendation and report regarding the College's disposition of "Blunk" property in Winslow.**

Dr. Swarthout discussed with the Board the two offers made on the property at 723 W. Oak Street in Winslow, and asked for recommendation as to how the Board would like the college to proceed with the sale. The Board will make a specific motion on how to proceed with the sale during the ensuing regular Board session.

**7. Emeritus Changes – President Swarthout**

Dr. Swarthout stated that "Revision of NPC Policy 1136 Tuition Waivers" is a change in policy which will be presented for approval at next month's meeting; today is a first read. The policy change extends eligibility for tuition waivers to retired emeritus and meritorious employees. Neal Thompson suggested that Staff consider removing the six credit hours per semester cap.

**8. Modular Use Plan – President Swarthout**

Dr. Swarthout presented the materials in the Study Session packet regarding disposition of the modular buildings from the former Hermosa Campus. Dr. Swarthout stated that, due to increased enrollment and programs, there is high demand for space at current NPC campuses and centers. Several of the modular units from Hermosa could be utilized by NPC if agreement is reached to utilize modular buildings on NPC campuses. Dr. Swarthout added that a request for two, possibly three, units has recently come from Apache County Higher Education because their St. Johns buildings will be condemned and demolished soon, and they need temporary replacement buildings. Apache County would pay for the cost of moving and renovating those units. The Board provided several options for Staff to consider regarding the disposition of the modular units. Staff will consider options.

Study session was suspended (11:05a.m.) until after the regular Board meeting.

Study session reconvened at 12:30pm

**9. Arizona Community College Association (ACCA) – President Swarthout**

President Swarthout informed the Board that Kathy Boyle, Executive Director of ACCA, has requested an opportunity to meet with the District Governing Board regarding rejoining ACCA. Per Board request, Dr. Swarthout will contact Ms. Boyle to arrange a visit for the April Board meeting if schedules permit. Dr. Swarthout will provide the Board with background information on NPC's history with ACCA prior to the visit.

**10. Automotive Update – Vice President Henderson**

Vice President Henderson presented Study Session Report 10 – Auto Facts – an overview of automotive programs at three rural colleges in the Southwest. Copies of a letter recently received from the Rehabilitation Services Administration of the Arizona Department of Economic Security expressing concern for the current automotive program in Show Low were distributed to the Board. Responding to Board questions, Dr. Henderson stated that the Show Low automotive facility lacks adequate space and currently enrolls only students in the NAVIT program. He added that the health of the program required a larger facility. Dr. Swarthout stated that "automotive program" is one of the agenda items of the Apache County Higher Education Board Meeting which she will be attending tomorrow.



**11. Board Retreat Date – President Swarthout**

President Swarthout requested that the Board consider a possible date for a Fall Board retreat.


**12. President’s Climate Commitment – President Swarthout**

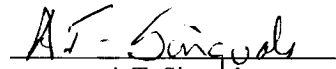
President Swarthout stated that she will ask the Board at the April meeting for approval to sign the President’s Climate Commitment which asks the college to formulate a plan to decrease energy use.

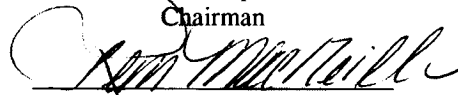
**13. President’s Performance Review Process – President Swarthout**

President Swarthout distributed to the Board a questionnaire from BoardSource, Assessment of the Chief Executive, to use as a possible tool for the President’s performance review process.

Respectfully submitted,

  
Brandy Shumway  
Recording Secretary to the Board

  
A.T. Siquah  
Chairman

  
Kem MacNeille  
Secretary to the Board

