

Navajo County Community College District Governing Board Meeting Minutes

April 22, 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, Dr. Kem MacNeille.

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

Others present: Peggy Belknap, Tom Hansen, Mira White, Hallie Lucas, John Blackwell, Ann Hess, Everett Robinson, Troy Eagar, Frank Pinnell, Karalea Kowren, Chester Crandell, Rose Kreher, Travis Udall, Make Engle, Leslie Meyer, MiAnna Tyler, Jake Hinton, Linda Morrow, and Sandy Johnson

Agenda Item 1: Call to Order and Pledge of Allegiance

Chairman Siquah called the meeting to order at 11:06a.m. Daniel Peaches led the Pledge of Allegiance.

Agenda Item 2: Adoption of Agenda

Daniel Peaches moved to adopt the agenda; Dr. Swarhout recommended an amendment to the agenda for a possible action item to consider computer leasing via teleconference prior to the next regular Board meeting: New Business, Item 7.D. Daniel Peaches moved to adopt the agenda as amended. Kem MacNeille 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 Report – Vice President Blaine Hatch

Vice President Hatch presented the financial position for the budget period July 1, 2007, to February 29, 2008, as per Board packet. Mr. Hatch stated that revenues and expenditures were on target.

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

Rose Kreher stated that CASO awards two scholarships each year, \$500.00 each semester. Ms. Kreher read a letter of thanks from the Spring 2008 recipient, Penny Moonstone of St. Johns, Arizona, who is working toward an Associate Degree in Accounting.

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

Frank Pinnell stated that the Faculty Association was happy to participate in the employee picnic which will be held April 25th. He also stated that this is his last term of office and that Dr. Michael Lawson will be the next president.

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

Jake Hinton-Rivera stated that several members of SGA recently had an opportunity to attend the National Conference on Student Leadership in Atlanta, GA. They were Candy Canida, Wendy Smith, and Amanda Hilsabeck-Urcia. He also stated that Marlaina Joe was awarded \$1685 to attend study abroad in Costa Rica in June and July.

4.E. - NPC Foundation Report – No report.



Agenda Item 5: Consent Agenda

Board member Bill Jeffers requested that items D, E, F, G, H, and I move to New Business. Mr. Jeffers made a motion to approve items A, B, C, and J. Kem MacNeille seconded the motion. *The vote was unanimous in the affirmative.*

Consent Agenda: -----
(Action)**

- A. March 18, 2008 Study Session Minutes -----
- B. March 18, 2008 Regular Board Minutes -----
- C. Approve Dual Enrollment IGA's for Blueridge USD No. 32 '07-'08 and Pinon USD No. 4 '07-'08 discussed during Study Session held on April 22, 2008 -----
- D. Approve revision of NPC Policy 1136 Tuition Waivers discussed during Study Session held on March 18, 2008 -----
- E. Approve NPC President to become a signatory to the President's Climate Commitment discussed during Study Session held on March 18, 2008 -----
- F. Approve Wire One Communications Requisition discussed during Study Session held on April 22, 2008 -----
- G. Approve CCS Presentation Systems Requisition discussed during Study Session held on April 22, 2008 -----
- H. Approve final salary proposal discussed during Study Session held on April 22, 2008 -----
- I. Approve names for Painted Desert Buildings discussed during Study Session held on April 22, 2008 -----
- J. Approve an Intergovernmental Agreement (IGA) with Scottsdale Community College -----

5.D. – Approve revision of NPC Policy 1136 Tuition Waivers discussed during Study Session held on March 18, 2008
Dr. Swarthout presented Staff's recommendation for approval of the revisions of NPC Policy 1136 Tuition Waivers as presented during Study Session at the March District Governing Board meeting. Revisions extend tuition waivers for up to six credits to NPC retirees receiving emeritus and meritorious service recognition. Bill Jeffers moved to approve NPC Policy 1136 Tuition Waivers. Neal Thompson seconded the motion. *The vote was unanimous in the affirmative.*

5.E. – Approve NPC President to become a signatory to the President's Climate Commitment discussed during Study Session held March 18, 2008
Dr. Swarthout presented Staff's recommendation for approval of the President of Northland Pioneer College to become a signatory to the President's Climate Commitment as presented at the March District Governing Board Study Session, per Board packet. Bill Jeffers moved to approve the President to become a signatory to the President's Climate Commitment. Neal Thompson seconded the motion. *The vote was unanimous in the affirmative.*

5.F. – Approve WireOne Communications Requisition discussed during Study Session held on April 22, 2008
Dr. Swarthout presented Staff's recommendation for approval of a WireOne Communications requisition to replace Tandberg equipment at a price of \$36,556.90. Mr. Jeffers expressed appreciation and thanks for the requisition process to improve equipment over the next five years. Bill Jeffers moved to approve the requisition request. Neal Thompson seconded the motion. *The vote was unanimous in the affirmative.*

5.G. – Approve CCS Presentation Systems Requisition discussed during Study Session held on April 22, 2008
Dr. Swarthout presented Staff's recommendation for approval of the purchase of fifteen (15) Samsung Syncmaster 46" LCD monitors and mounts for the video classrooms. Daniel Peaches moved to approve the recommendation. Kem MacNeille seconded the motion. *The vote was unanimous in the affirmative.*



5.H. – Approve final salary proposal discussed during Study Session held on April 22, 2008.

Dr. Swarthout presented Staff's recommendation for approval of the salary schedules for the fiscal year 2008-2009 as presented in a previous Study Session as well as during the Study Session held on April 22, 2008; a 4.5% increase. Neal Thompson moved to approve the recommendation. Daniel Peaches seconded the motion. ***The vote was unanimous in the affirmative.***

5.I. – Approve names for Painted Desert Buildings discussed during Study Session held on April 22, 2008

Dr. Swarthout presented Staff's recommendation for approval of the Board's recommendation for names of the buildings at the Painted Desert Campus: *Tiponi Community Center, Tawa Center, and Nizhoni Learning Center*. Mr. Jeffers expressed appreciation for all who participated in assisting with name suggestions and recommendations, particularly the Superintendent of the Petrified Forest National Park and the Director of the Museum Association. Daniel Peaches moved to approve the recommendation. Neal Thompson seconded the motion. ***The vote was unanimous in the affirmative.***

Agenda Item 6: – Old Business

6.A. - Automotive Program – Dr. Swarthout

Dr. Swarthout introduced Chester Crandell, Superintendent of NAVIT. Mr. Crandell shared background information on a partnership between NAVIT and NPC which began in 2000. The partnership provided that NAVIT purchased a site and NPC provided the equipment for a welding program. Since that time, three welding facilities have been established through the partnership. NAVIT now serves approximately 100 welding students offers national certification to students. Each site has two three-hour classes a day which serve local high schools. In addition, NPC offers seven sections of welding at night at the Show Low, Springerville, and Holbrook campuses. Mr. Crandell stated that the welding program has been a good partnership to offer to the adult population. The industrial maintenance program has approximately 40 NAVIT students and 100 adult students at two sites, St. Johns and Holbrook. Mr. Crandell said that NAVIT is willing to partner with NPC to build and equip automotive facilities to provide programs for NAVIT students who want to be certified automotive technicians. Considering the history of the welding and industrial maintenance programs, Mr. Crandell stated that, if an automotive facility is built, there will be an increase in adult students because one advantage of holding classes at NPC facilities was that there were no limiting daytime restrictions, allowing adults to take classes during the day. Mr. Crandell suggested that NAVIT assume the responsibility to build and equip an automotive facility in the Show Low area, and that NPC locate and equip a facility along the I-40 corridor. He stated that this partnership would provide high-tech automotive programs which would serve two areas of Navajo County, and thus increase numbers of students and produce well-qualified auto mechanics. Responding to Board questions, Mr. Crandell stated that a facility in the Show Low area would need to be located in a central area which would easily facilitate the busing of high school students. Mr. Crandell stated that NAVIT purchased the equipment currently being used in the Show Low shop. Board discussion included a brief history of the Show Low program, including NATEF (National Automotive Technicians Education Foundation) certification and the ASE (Automotive Service Excellence) test. Mr. Crandell pointed out that both certifications were up for review this coming fall and that it would be difficult to get the certification status recovered, if it lapsed, due to new changes to certification requirements made by auto dealerships. Board discussion also included possible locations for automotive facilities in other areas of the county and their accessibility for high school students. Dr. Swarthout mentioned that she recently had a conversation with the President of Coconino Community College regarding the possibility of a partnership for an automotive program for the Winslow area. Mr. Crandell stated that NAVIT had some equipment to furnish a facility in Show Low and that leasing a building in the short term was the most likely option. He expressed appreciation to the Board for the opportunity to present NAVIT's concerns and ideas. Chairman Siquah requested program costs information for future consideration.

Agenda Item 7: - New Business

7.A. – Master Facility Plan Fee Proposal discussed in Study Session held on April 22, 2008 – Vice President Hatch
Vice President Hatch presented Staff's recommendation for approval to negotiate a final fee fixed lump sum fee with DLR Group for Master Facility Planning as a price not to exceed \$180,000. Vice President Hatch referred the Board to the summary in the Board packet. Mr. Jeffers made a motion to approve Staff's recommendation. Neal Thompson seconded



the motion. Responding to Board questions, Vice President Hatch affirmed that \$180,000 was the expenditure cap. *The vote was unanimous in the affirmative.*

7.B. – Approve the President to design and implement a procedure for college-wide review of the President’s annual performance review discussed in Study Session held on March 18, 2008 – President Swarthout

Dr. Swarthout presented Staff’s recommendation for approval to direct the President to design and implement a procedure for college-wide review of the president’s annual performance review. The procedure will be modeled after the Board Source Assessment of the Chief Executive Officer as presented to the District Governing Board in the March Study Session. Implementation will be electronic, college-wide, and accessible only to District Governing Board members. Dr. Swarthout noted that a review is part of her contract. Neal Thompson moved to approve the request. Daniel Peaches seconded the motion. *The vote was unanimous in the affirmative.*

7.C. – Preliminary budget discussed in Study Session held on April 22, 2008 – Vice President Hatch

Vice President Hatch presented Staff’s recommendation for approval of the 2008-2009 Preliminary Budget as presented in Study Session held April 22, 2008. The approved budget will be published in local newspapers on May 7th and 14th. After a hearing, which will include Truth in Taxation, the final budget will be presented for approval at the May 20th Board meeting. Bill Jeffers moved to adopt the preliminary budget. Neal Thompson seconded the motion. Responding to Board discussion, Vice President Hatch affirmed that there will be a sequence of hearings and special meetings in conjunction with the May 20th Board meeting. *The vote was unanimous in the affirmative.*

7.D. – Amended item - President Swarthout

President Swarthout referred to the amended agenda item: *Consider holding a teleconference prior to the next regular Board meeting to consider computer leasing.* Mr. Jeffers requested that Board members be available for the meeting upon Staff’s confirmation of a date and time for the meeting. Board members concurred.

Agenda Item 8: - Standing Business

8.A. – Strategic Planning and Accreditation Steering Committee Report – Candy Howard

President Swarthout introduced Mark Engle, substitute for Candy Howard. Mr. Engle presented the Criterion Five Subcommittee Report 4/22/08, per Board packet.

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

Troy Eagar presented the Personnel Report per Board packet. He added that subsequent to the two filled positions per Board packet, Lori Ball has been hired as a new Early Childhood Education faculty member. He added that several of the other open positions per Board packet were in the interview stage and that he will have an update at the May Board meeting. Responding to Board questions, Mr. Eagar stated that the list of openings was fairly complete and that there may be one or two more additional positions to fill before Fall semester.

8.C. – Apache County Report – Travis Udall

Dr. Swarthout introduced Tom Hansen from TEP in Springerville and Travis Udall, Superintendent of Round Valley Unified School District #10. Mr. Udall expressed desire to continue the very positive relationship between Apache County and NPC, which provides many services for citizens and students in both counties. He thanked those Board members who attended the recent tour and luncheon in Apache County. In his update on Apache County activities, Mr. Udall stated that he looks forward to meeting with NPC Administration in June to continue to work on goals and direction. He expressed willingness to take part in a cooperative budgetary planning process. He mentioned that they are working on a five-year plan, part of which is a market review of the area to assess educational needs as the communities change. He expressed gratitude for the current Intergovernmental Agreement (IGA) with NPC and stated that they were looking at ways to improve the ongoing IGA process and strengthen the relationship in the future. Mr. Udall expressed gratitude for the relationship and leadership shared between NPC and Apache County. DGB member Bill Jeffers expressed his appreciation for the Apache County tour and the opportunity to meet several Board members. Responding to Board questions, Karalea



Kowren stated that the cosmetology program in St. Johns will need a facility next year and that discussion has taken place regarding the possible use of NPC modular buildings; no decision has been made to date.

8.D. – Grants and Contracts – Vice President Hatch

8.D.1. – Intergovernmental Procurement/Cooperative Purchasing Agreement with the Strategic Alliance for Volume Expenditures (SAVE)

Vice President Hatch stated that legal counsel reviewed the original draft of the agreement and a few changes in wording were made based on legal counsel's recommendation. Subsequently, SAVE has said that changes could not be made to the agreement. Vice President Hatch highlighted the changes that were made. He stated that Staff's recommendation is for approval of the original agreement, including authorization of Dr. Swarthout to sign necessary documents. Neal Thompson made a motion to approve the agreement as originally written, or if legal counsel recommends changes which are accepted by SAVE, approve the agreement with the recommended changes. Kem MacNeille seconded the motion. Responding to Board questions, Vice President Hatch stated that one of the benefits of a cooperative purchasing agreement was the ability to take advantage of the competitive bidding process that SAVE has completed, which saves time and resources. He added that utilizing SAVE will also help in establishing a base line for pricing and that this agreement does not preclude NPC from purchasing from any other vendor. **The vote was unanimous in the affirmative.**

Agenda Item 9: President's Report

9.A. – Arizona Community College Association (ACCA)

President Swarthout introduced Kathy Boyle, Executive Director of the ACCA. Ms. Boyle thanked the Board for the opportunity to address and update the Board with ACCA activities and membership benefits.

9.B. – Higher Learning Commission (HLC) Report

Dr. Swarthout reported that the HLC Department of Education mandated visits to multiple NPC sites in April went well. HLC representative, Dr. David Johnson, indicated that he was extremely impressed with the operation of the centers. Dr. Swarthout said that the centers looked outstanding and center staffs, as well as others involved, were to be congratulated on a job well done. The final HLC report is forthcoming. Dr. Swarthout thanked Board Member, Kem MacNeille, for her attendance at the 2008 HLC Annual Meeting.

Other updates included bringing the Triumph Alternate School back to the Painted Desert Campus and the possibility of textbook leasing for the 2009-2010 academic year to decrease textbook costs to students. Dr. Swarthout stated that a regular meeting schedule has been established with the "northern tier" of Coconino, Mohave, and NPC to meet monthly on a rotating basis to keep the communication across the northern area flowing and to look for opportunities to collaborate. Dr. Swarthout informed the Board that she was recently appointed Community College Chair for The Academic Programs Articulation Steering Committee (APASC) for the next two years.

Agenda Item 10: Board Report/Summary of Current Events

Responding to a question from Chairman Siquah, Mr. John Velat said that an RFP for an upgrade to the college-wide network, including Hopi, has gone out, and results are due May 15. The vetters should implement proposals within 90 days of acceptance.

Bill Jeffers commented that public transportation discussed by the Town of Show Low would be a boon to NPC if and when it comes to fruition. Neal Thompson said that he had recently asked the current Snowflake Town Manager to contact President Swarthout to bring NPC into future discussions.

Responding to Board questions, Dr. Swarthout stated that she had spoken with Senator Brown of Apache County who is moderately optimistic that he might be able to save half of NATC's second million dollars.



Kem MacNeille expressed thanks for the opportunity to attend the HLC Annual Conference. She also stated that it was an eye-opening experience and that NPC should feel good about the good things that are being done in comparison to other colleges and their issues and troubles.

Chairman Siquah acknowledged Neal Thompson's resignation from the Board and thanked him for his service to Northland Pioneer College and for the impact he has had from June 1984 – April 2008. Mr. Thompson was presented a plaque acknowledging his 24 years of service to the college. Dr. Swarthout presented Mr. Thompson with a painting of the Painted Desert by Ellen Simper as a remembrance of his service to the college. Mr. Thompson expressed his thanks and stated that he will cherish these gifts. Mr. Thompson acknowledged that serving on the Board has been very interesting and challenging. He spoke of the balance that is needed to tax payers, students, faculty, staff, administration, the districts represented, and the communities involved. He stated that that he has tried to make the right decisions, and he expressed appreciation for NPC employees, and recognized the college's many accomplishments, but especially the impact NPC has had and continues to have on the lives of students.


Chairman Siquah reminded the Board of the upcoming Commencement Ceremony on May 17th.


Agenda Item 11: Announcement of Next Regular Meeting: May 20, 2008, at 11:00a.m.

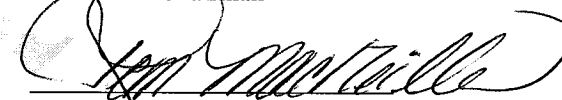
Agenda Item 13: Adjournment

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

Respectfully submitted,


Brandy Shumway
Recording Secretary to the Board


A.T. Siquah
Chairman


Kem MacNeille
Secretary to the Board

