

# Navajo County Community College District Governing Board Meeting Minutes

June 17, 2008 – 11:00 a.m.

2251 North Navajo Boulevard, Holbrook, Arizona, 86025

**Governing Board Members present:** Dr. Kem MacNeille, Daniel Peaches, Bill Jeffers, Ginny Handorf  
**Absent:** A.T. Siquah

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

**Others present:** Ann Hess, Everett Robinson, Jake Hinton, Karalea Kowren, Peggy Belknap, Matt Weber, Mira White, Patrick Canary, Troy Eagar, Greg Lougheed, Lance Norris, and Donna Ashcraft.

## **Agenda Item 1: Call to Order and Pledge of Allegiance**

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

## **Agenda Item 2: Adoption of Agenda**

A motion was made by Daniel Peaches to adopt the agenda; seconded by Kem MacNeille. *The vote was unanimous in the affirmative.*

## **Agenda Item 3: Invitation of Public Comment**

There was no public comment.

## **Agenda Item 4: Reports**

### **4.A. - Financial Report – Vice President Hatch**

Vice President Hatch reviewed the Statement of Financial Position for the budget period July 1, 2007, to April 30, 2008. Mr. Hatch stated that revenues and expenditures were on target.

Responding to Board inquiries, Vice President Hatch stated that funds are invested in two locations: the Local Government Investment Pool, operated by the Arizona State Treasurer's office, and the Navajo County Treasurer's Office. Vice President Hatch stated that the contingency fund is healthy. Mr. Hatch stated that the 2006-2007 State imposed expenditure limitation report will be available at the next Board meeting.

### **4.B - CASO Report – No report**

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

### **4.D. - NPC Student Government Association (SGA) Report –**

Jake Hinton stated that at the last SGA meeting of the 2007-2008 academic year, SGA members voted and approved the sponsorship of four 46" monitors to be placed at the four campuses to provide students with information on student activities, course additions and deletions, campus events, alerts, and weather conditions. Mr. Hinton stated that SGA would like to see the college set up the centers with communication monitors. Mr. Hinton stated that, before the start of the fall semester, SGA would like to share with the Board ideas that will incorporate more student involvement at campuses and centers. SGA elections will be held in September, and open positions will be posted in August. Mr. John Velat responded that monitors for the centers can be installed when the Wide Area Network is in place.



**4.E. - NPC Foundation Report – President Swarthout**

President Swarthout stated that the new Foundation Director, Lance Chugg, will work temporarily from July 1- 11; his official full-time start date is July 28. Music in the Pines will be held June 28, and all are invited to attend and support this event. Planning for the golf tournament is underway, and details will be announced shortly.

**Agenda Item 5: Consent Agenda**

**Consent Agenda:\*\***

**(Action)**

- A. May 14, 2008 Special Teleconference Minutes
- B. May 20, 2008 Study Session Minutes
- C. May 20, 2008 Public Hearing Minutes
- D. May 20, 2008 Special Meeting Minutes
- E. May 20, 2008 Regular Board Minutes
- F. White Mountain Apache Tribe Workforce Investment Act  
Contract discussed during Study Session held June 17, 2008

**Item F**, White Mountain Apache Tribe Workforce Investment Act Contract, was removed from the Consent Agenda and added for further discussion as a New Business item.

Daniel Peaches moved to approve the consent agenda, Items A through E. Ginny Handorf seconded the motion. *The vote was unanimous in the affirmative.*

**Agenda Item 6: Old Business**

There was no old business.

**Agenda Item 7: New Business**

**7.A. – Request to award Wide Area Network (WAN) proposal discussed during Study Session held June 17, 2008**

President Swarthout presented Staff's recommendation to award the Wide Area Network proposal as specified in Study Session. Mr. John Velat restated Staff's recommendation: "Staff recommends awarding a contract not exceeding \$1,545,580.29 to NextLevel Solutions of Scottsdale, AZ, to build and configure a 100 Megabit per Second microwave network connecting the following NPC locations: District Office, Painted Desert Campus, Little Colorado Campus, White Mountain Campus, Silver Creek Campus, Whiteriver Center, St. Johns Center, and Springerville Center. Staff recommends awarding a contract not exceeding \$171,404 per year for the first three years to CellularOne of Show Low, AZ, to provide WAN services at 10 Megabit per second to the following NPC locations: Hopi Center, Kayenta Center, Heber Center, White Mountain Campus (interconnection between NPC and CellularOne network and Internet services), St. Johns Center, and Springerville Center. Apache County facilities would be supported by Apache County, and the decision whether to connect St. Johns and Springerville to the CellularOne or NextLevel supplied equipment will be made by the Apache County Higher Education Board at a later date." Ginny Handorf moved to approve the proposal; Kem MacNeille seconded the motion. *The vote was unanimous in the affirmative.*

**7.B.. – White Mountain Apache Tribe Workforce Investment Act Contract discussed during Study Session held June 17, 2008 – President Swarthout**

Responding to Board questions, Dr. Swarthout affirmed that the average cost per student per year will be \$4,502.35. Daniel Peaches moved to approve Staff's request to approve the White Mountain Apache Tribe Workforce Investment Act Contract; Ginny Handorf seconded the motion. *The vote was unanimous in the affirmative.*

**Agenda Item 8: Standing Business**

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

Mr. Eagar stated that several positions have been filled since last month's DGB meeting, and reviewed the personnel data update. Mr. Eagar added that since the printing of the information for the Board packet, one additional position opening has



been added, Assistant to the Painted Desert Campus Manager. Mr. Eagar stated that the Human Resources Office is in the process of developing two pieces of the new-hire orientation program: 1) the in-person training and 2) on-line training modules. Mr. Eagar stated that supervisors received training in May. The training was presented by Michelle Parker of Mangum, Wall, Stoops & Warden, NPC's legal counsel, who focused on *employment discrimination* and *ethics*, with emphasis on "doing the right thing/making the right decisions." A September session will focus on safety. Mr. Eagar will ensure that all Board members receive a copy of the training materials.

**8.B. – Grants and Contracts – Dr. Swarthout**

**8.B.1. – Request to approve Intergovernmental Agreements with NAVIT discussed during Study Session held June 17, 2008**

President Swarthout presented Staff's recommendation for approval of the two Intergovernmental Agreements with NAVIT. Daniel Peaches moved to approve the request; Kem MacNeille seconded the motion. ***The vote was unanimous in the affirmative.***

**8.B.2. – Adult Basic Education (ABE) Grant discussed during Study Session held June 17, 2008**

President Swarthout presented Staff's recommendation for approval to accept funds from the revised Arizona Adult Education Grant, excluding the English Language Acquisition for Adults funds. Kem MacNeille moved to approve Staff's recommendation; Daniel Peaches seconded the motion. ***The vote was unanimous in the affirmative.***

**8.C. – Proposition 300 Update – Vice President Vest**

Vice President Vest reviewed the summary of the data of the Proposition 300 Bi-Yearly Report to JLBC required by A.R.S. 15-1803 and 15-1825, and stated that there are no concerns or red flags pertaining to the data presented in the Board packet. Mr. Vest stated that Developmental Services filed a Proposition 300 report with the Arizona Department of Education (ADE), the report was received by ADE, and there were no concerns.

**8.D. – Strategic Planning and Accreditation Steering Committee (SPASC) Annual Report – Donna Ashcraft**

Donna Ashcraft reviewed the Year-End Summary of the 2007-2008 Strategic Planning and Accreditation Steering Committee. Ms. Ashcraft stated that the accreditation visits will occur on October 21 & 22, 2009. Ms. Ashcraft stated that everything done in strategic planning is directly related to the accreditation process. There are 11 individuals at the steering committee level and 65 individuals serving on the various subcommittees and teams which examine the criteria, analyze data, provide evidence, and make recommendations for the self-study accreditation process. Dr. Swarthout expressed thanks to the co-chairs, Donna Ashcraft and Eric Bishop, for keeping the Committee on track.

**8.E. – President's Review and Contract – Dr. Swarthout**

As allowed in ARS 38-431.03(A)(1), the Board moved into executive session at 11:40a.m., upon a motion by Ginny Handorf and a second by Daniel Peaches. ***The vote was unanimous in the affirmative.***

At 12:23p.m. the Board reconvened into regular session. Mr. Jeffers stated that the Board will formalize and finalize the President's Review and Contract process at the August meeting.

**Agenda Item 9: President's Report**

Dr. Swarthout reminded the Board of an upcoming July 8 meeting in Flagstaff to discuss a new organization to replace the Arizona Community College Association (ACCA). Dr. Swarthout stated that she had received formal notice of Pima College's withdrawal from ACCA effective December 1<sup>st</sup>. Dr. Swarthout also stated that she had received a copy of Pima College's refusal to attend the July 8 meeting.

Dr. Swarthout stated that Dr. Eric Henderson has accepted the position of Dean of Academic Development. His roles and responsibilities will include, but not be limited to, leading program review, assessment, and the ACRES electronic curriculum system. In the interim, Vice President Vest and President Swarthout will share the duties of the Vice President for Learning. Board Recording Secretary will send the Board members a list of the VPL division of labors.



Convocation will be held August 22. The focus will be "NPC's future." Board members are invited to attend.

Dr. Swarhout has agreed to work with Coconino County to hold a Northern Arizona Green Building Conference in Show Low in August. Details will be forthcoming.

**Agenda Item 10: Board Report/Summary of Current Events**

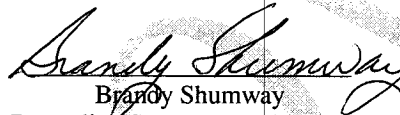
Board member Ginny Handorf will represent the District Governing Board at the July 8<sup>th</sup> ACCA meeting in Flagstaff.


**Agenda Item 11: Announcement of Next Regular Meeting:** August 19, 2008, at 11:00a.m.

**Agenda Item 12: Adjournment**

*The meeting adjourned at 12:32p.m. upon a motion by Ginny Handorf, a second by Daniel Peaches, and a unanimous vote.*

Respectfully submitted,

  
Brandy Shumway  
Recording Secretary to the Board

  
A.T. Siquah  
Chairman

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Kem MacNeille  
Secretary to the Board

