

**NAVAJO COUNTY COMMUNITY COLLEGE**

**District Governing Board**

**Minutes of Regular Meeting  
January 26, 1999**

**Little Colorado Campus, Room 109  
Learning Center, 14 East Third  
Winslow, AZ**

**MEMBERS PRESENT:**

Bill Jeffers, Chairman  
Ronald G. Hurle, Secretary  
Neal Thompson  
Ivan Sidney

**MEMBERS ABSENT:**

Daniel Peaches

**OTHERS PRESENT:**

President Gary L. Passer	Bruce Klewer
Dr. Judith Doerr	Everett Robinson
Dan Simper	Anne Abbey
Rand Henderson	Karen Jones
Brenda Manthei	James Maniaci (Arizona Daily Sun)
Gordon McHood	Tom Schultes (Winslow Mail)
E. Edwin Pfeiffer	Duane Miller, Winslow City Councilman
Alice & Leonard Graham	Bill Bennett, Navajo County School Superintendent
Pat Ceballos	Sister Michael

Chairman Neal Thompson called the meeting to order at 11:10 a.m., welcoming guests and pledging allegiance to the flag.

**ADOPTION OF AGENDA**

Chairman Thompson noted that the Executive Session would be held at the end of the meeting in order to allow the main portion of the meeting to move along more smoothly. Ronald Hurle moved to adopt the Agenda with the noted change; Bill Jeffers seconded the motion, and it was unanimously carried.

**APPROVAL OF MINUTES**

On motion made by Bill Jeffers; seconded by Ron Hurle; motion was unanimously carried to approve the minutes of the December 8, 1998 regular meeting and the teleconference and executive session minutes of December 29, 1998.

**CORRESPONDENCE**

There was none.

**CITIZENS INTERIM**

Chairman Thompson called for input from the general public. There was none.

**NEW BUSINESS**

A) Oaths of Office for Board Members:

Navajo County School Superintendent Bill Bennett rendered the oath of office to re-elected members Ivan Sidney, District 2, and Neal Thompson, District 5, and newly elected member Bill Jeffers, District 3. (Bill had earlier been appointed to replace Lou Ceballos in May 1997 and will now complete the original term, which ends in December 2000.) The terms for Messrs. Sidney and Thompson will extend until December 2004. Mr. Bennett congratulated the Board members and presented them with their new certificates.

Board Election of Officers

Ronald Hurle nominated Bill Jeffers as President; nomination was seconded by Ivan Sidney. Neal Thompson moved to close nominations; Ivan Sidney seconded the motion. Votes in favor of Bill Jeffers as President/Chairman were unanimous. Neal Thompson nominated Ronald Hurle as Secretary; nomination was seconded by Ivan Sidney. Ivan Sidney moved to close nominations; Neal Thompson seconded the motion. Votes in favor of Ronald Hurle as Secretary were unanimous. At this point, Neal Thompson passed the gavel to the new President/Chairman Bill Jeffers.

CI Approval of Lease Agreement with Hopi Tribe

Ivan Sidney proudly announced that the Hopi Tribal Council had approved the Lease Agreement for the new NPC Hopi Center, to be located adjacent to the Hopi High School in Polacca. He then noted "It is a special honor for me to make the motion to accept this lease so that NPC can build a new facility to serve the Hopi people." His motion was seconded by Ronald Hurle, and unanimously carried. This is a 25-year lease agreement, with a 25-year option to renew. Design work is already underway on the new Hopi Center, which will be financed by the capital

improvement bond funds earlier approved by Navajo County voters in 1995. The lease agreement has been approved as to form by both legal counsels for Northland Pioneer College and the Hopi Tribe.

DI Consideration of Faculty Emeritus Nominee

A nomination was presented to the Board on behalf of the Faculty Association to confer Faculty Emeritus recognition upon Dr. Eugene Luke. The letter noted that Dr. Luke has taught at the College for 25 years, while additionally fulfilling administrative special assignments and duties, with caring and loyalty, to students, staff and colleagues. Upon motion by Neal Thompson, seconded by Ronald Hurle, the honorary recognition of Faculty Emeritus was unanimously approved to be conferred upon Dr. Eugene Luke. Dr. Luke will be retiring at the end of the spring semester. Recognition will take place at the graduation ceremonies in May.

Consideration of Administrator Emeritus Nominees

Dr. Arvin Palmer, Dr. Dave Nichols and Allen Rothlisberg were each nominated for consideration as Administrator Emeritus. Drs. Palmer and Nichols are taking early retirement, while Allen Rothlisberg is taking full retirement. Dr. Palmer joined the NPC family in 1977 and has served as Vice President/Dean of Instruction, organized the President's Scholars Program, and taught political science, history and education classes. Dr. Nichols was another member of NPC's original faculty, teaching biology courses. He later served as assistant dean for instruction, vocational program liaison, and associate dean for instructional support services. Allen Rothlisberg came to NPC in 1975, as coordinator of library services. He took early retirement from NPC to become the director of the Chino Valley Public Library. He continued to teach library media technology classes on weekends for NPC.

Upon motion by Neal Thompson; seconded by Ivan Sidney, approval was unanimously granted to confer Administrator Emeritus status upon Dr. Arvin Palmer, Dr. Dave Nichols and Allen Rothlisberg. The emeritus recognition is to take place at the graduation ceremonies in May.

IGA's with Northeast Arizona Tech-Prep Consortium (RE: Round Valley Unified School District and Window Rock Unified District #8)

Intergovernmental agreements as noted above were presented to the Board for their approval. This was the third in a series of updates of IGA's with the secondary schools that have been approved in previous years to continue the work of the Tech-Prep initiative. Upon motion by Ronald Hurle, seconded by Ivan Sidney, approval of the two IGA's presented was unanimous.

GI Proposal to Modify Curriculum

A number of curriculum modifications were presented to the Board by Dr. Doerr for consideration. Included were new Certificates of Proficiency in hospitality-related fields, in response to requests

from the White Mountain Apache Tribe. Other curriculum changes involved updating computer, computer technology and administrative information services course content, deleting some obsolete courses, and expanding offerings of Small Business Management Courses.

After two years of experience with the Medical Assistant Program, revisions were necessary to reflect responsibilities helpful and indigenous to rural areas. Dr. Doerr stated that our students need to be trained to handle both front and back office responsibilities. The changes allow students to complete certificate requirements in one year and a degree in two years, with other certifications available after two semesters and a summer course, or job training for just one semester. The program currently rotates annually between the Little Colorado Campus in Winslow and the White Mountain Campus in Show Low.

Upon motion by Neal Thompson; seconded by Ronald Hurle, motion was unanimously carried to approve the curriculum modifications as presented.

### **FACULTY REPORT**

There was none.

### **CASO REPORT**

There was none.

### **BOARD REPORTS**

Ronald Hurle congratulated the newly sworn-in directors, and Chairman Bill Jeffers thanked Neal Thompson for the fine job of serving as President/Chairman of the District Governing Board for the past year. Chairman Jeffers also commented that the Community Education Center which recently opened in Holbrook now has 180 enrollees in the fitness programs, and the community considers it a great success.

### **PRESIDENT'S REPORT**

#### A) **NEW EMPLOYEES:**

**Gail Knox**, User Support Technician, Painted Desert Campus  
**Angela McDowell**, Admissions Assistant, Painted Desert Campus

#### **RESIGNATIONS:**

**Darrin Webb**, Coordinator/Faculty on Emergency Medical Technician,  
Little Colorado Campus  
**Donette Goodman**, Faculty Secretary/Receptionist, Painted Desert Campus  
**Debbie Nez**, Admissions Assistant, Painted Desert Campus  
**Kevyn Stanistreet**, IS Technician Computer/Data Communications, Painted Desert Campus

131 Staff Reports - Karen Jones

Karen Jones gave an update on the status of the Nursing Program. She said that there is once again a shortage of nurses and that there is a significant demand for NPC graduates. This is good news for those seeking careers in the field, and for the college to be able to offer the program at the Little Colorado Campus and the White Mountain Campus to help fill the need. Flagstaff Medical Center, Navapache Regional Medical Center and the Indian Health Service in Whiteriver are all actively recruiting NPC's students. Also, there are additional medical care facilities being planned for Winslow and Lakeside, and the Hopi Health Project will need trained employees.

She told about the new "Healing Community" curriculum, which is the outgrowth of nearly two years of discussions between NPC, Northern Arizona University, Arizona Western College, Central Arizona College, Mohave Community College and Yavapai College. The same curriculum will be taught at each of the rural community colleges, which allows students to readily transfer between those areas in the event of a job relocation, etc. It also allows a seamless articulation to NAU's bachelor's degree nursing program.

One unique advantage of the community college program is the ability to take the registry exam after just two years, while NAU 4-year students have to wait until the end of their studies.

\* C.) Recognition of Burley Blunk

President Passer announced to the Board that plans to honor long-time Winslow resident Burley Blunk that day were dampened by the fact that he was ill and could not attend. However, two close friends of Mr. Blunk's were present, Gordon McHood and Ed Pfeiffer, and they stood in for him during the recognition and celebration. In addition, Foundation members, Alice and Leonard Graham and Pat Ceballos were present to commemorate the occasion.

Mr. Blunk has donated four parcels of real estate to Northland Pioneer College. Once sold, the proceeds will be used to construct the Burley and Josephine Blunk Health Sciences Center on the College's Little Colorado Campus in Winslow. Properties include 137 acres near Branson, Missouri, two houses in Winslow and one house in Phoenix. Total value of the estate could approach \$400,000. President Passer explained that this was the first gift of this magnitude ever given to NPC. Mr. Blunk was awarded an honorary associate of arts and letters degree, in addition to a personalized NPC eagle bolo tie. Messrs. Pfeiffer and McHood will present them to Mr. Blunk when he is feeling better.

Ed Pfeiffer indicated that Burley came up with the idea on his own to help nursing students with their education. Josephine Blunk was a nurse at the Indian Health Service Hospital in Winslow for 32 years. Mr. Blunk also established a scholarship fund for nursing students at NAU. Remaining proceeds of his estate are planned to go to NPC for scholarships.

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Winslow City Council member Duane Miller read a proclamation by Winslow Mayor James Boles declaring Tuesday, January 26, 1999, as "Burley Blunk Day."

President Passer and the Board members expressed their sincere appreciation for this generous gift and declared that it will make an impact on other people's lives for decades to come.

**APPROVAL OF VOUCHERS**

A motion to approve the vouchers was made by Ronald Hurle and seconded by Neal Thompson. Motion was unanimously carried.

**ANNOUNCEMENT OF NEXT MEETING**

President Passer advised that the next regular meeting was tentatively scheduled for 11 a.m. on Tuesday, March 9, 1999, at the District Office in Holbrook, Arizona.

**RECESS**

At 12:15 p.m. Neal Thompson moved to recess to the luncheon celebration that had been planned for Burley Blunk with the students, faculty, staff, and community members. Ronald Hurle seconded the motion and the meeting was recessed.

At 1:10 p.m. the District Governing Board reconvened after the recess, with the exception of Board member Ivan Sidney, who had to leave early.

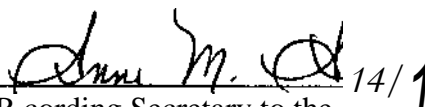
**EXECUTIVE SESSION**

The purpose of the Executive Session was to meet for legal advice and consultation to receive an update regarding the pending litigation on the Learning Center at the Painted Desert Campus from legal counsel, Rand Henderson. At 1:12 p.m. Ronald Hurle moved to enter into Executive Session; motion was seconded by Neal Thompson, and unanimously carried. The Board reconvened from Executive Session at 1:45 p.m.

**ADJOURNMENT**

Upon motion by Neal Thompson, seconded by Ronald Hurle, and unanimously carried, meeting was adjourned at 1:48 p.m.

Respectfully submitted,

  
Recording Secretary to the  
District Governing Board

**NAVAJO COUNTY COMMUNITY COLLEGE  
DISTRICT GOVERNING BOARD  
Minutes of Teleconference**

Monday, February 22, 1999 - 9 a.m.

Location: District Office, 103 First Avenue at Hopi Drive  
Holbrook, Arizona

MEMBERS PRESENT:  
(via Telephone)

Mr. Bill Jeffers, Chairman  
Mr. Ronald Hurle, Secretary  
Mr. Daniel Peaches  
Mr. Ivan Sidney  
Mr. Neal Thompson

OTHERS PRESENT:

President Gary L. Passer  
Anne Abbey, Recording Secretary  
Dr. Judith Doerr  
Dr. Carl Heilman  
Bruce Klewer  
Dan Simper

The teleconference started at 9 a.m. on Monday, February 22, 1999. Chairman Bill Jeffers took roll call and noted all of the attendees listed above, with the exception of Ivan Sidney, who joined in the discussion later.

The purpose of the teleconference was for review and approval of (1) Addition of Golf to the Athletic Program; (2) Acceptance of Property Donations from Burley Blunk; and (3) Authority to list Branson Property for Sale.

**APPROVAL OF AGENDA**

Upon motion by Ronald G. Hurle, seconded by Neal Thompson, and unanimously approved, the Agenda was accepted as posted.

**APPROVAL OF MINUTES**

Upon motion by Ronald G. Hurle, seconded by Neal Thompson, the minutes of the Regular Meeting and Executive Session of January 26, 1999, were unanimously approved.

**NEW BUSINESS**

A1 **Addition of Golf to the Athletic Program**

Dr. Carl Heilman advised the Board that faculty, staff, students and other constituencies had reviewed the addition of other athletic programs for the College and were highly recommending the addition of a men's and women's inter-collegiate golf program beginning in spring 2000. This program would meet the requirements of the Arizona Community College Athletic Conference and National Junior College Athletic Association. Since the State deadline to schedule for spring 2000 competition is March 8, 1999, action needed to be considered immediately.

One coach would be hired part-time to oversee both teams. To accommodate the play of 8-15 team members, each golf team would be supported by a budget of approximately \$20,000 (\$40,000 total); this would include funding for officials/professional services, supplies and equipment, travel, scholarship and insurance. Revenues are expected to approximate \$50,000. Formation of a booster club is anticipated, and it is expected to be as successful as the Rodeo Booster Club. Dr. Heilman is conducting discussions with a local golf course to sponsor the team and make the golf course facilities available at minimal cost. The addition of the golf program would further fulfill the college's goal of recruiting new students.

Upon motion by Ronald Hurle, seconded by Daniel Peaches, the Board unanimously voted to approve the addition of a men's and women's inter-collegiate golf program for the College beginning in spring 2000. The Board advised that if the recruitment of the minimum number of golfers to fulfill either team is deficit at the inception of the programs, then the athletic director is encouraged to delay that program until the succeeding year.

B) **Acceptance of Property Donations from Burley Blunk**

The Board was asked to take action by officially accepting the real estate properties which were donated to the College in January 1999 by Winslow resident Burley **Blunk**. These properties include: (1) a rental home in Phoenix, Arizona; (2) two homes in Winslow, Arizona; and (3) a 137-acre parcel located near Branson, Missouri.

Upon motion by Daniel Peaches, seconded by Ronald Hurle, the properties donated by Burley Blunk were unanimously accepted.



CI Authority to List Branson Property for Sale (*Ivan Sidney joined the Board teleconference at this point.*)

A preliminary land appraisal on the 137 acre parcel near Branson, Missouri, has been obtained. It is estimated to be worth approximately \$135,000. Permission was requested of the Board to list that parcel of land for sale. The proceeds from the sale of this property are dedicated to the funding of a new building at the Little Colorado Campus in Winslow. Upon direction by the Board to locate one or two other realtors to obtain appraisals on the value of the property, and to seek a professional licensed realtor, willing to list the property at a competitive commission, a motion was made by Neal Thompson to list the subject property in Branson. Motion was seconded by Daniel Peaches and unanimously carried.

**PRESIDENT'S REPORT**

Legislative Matters: President Passer advised that the community colleges were jointly seeking funding from the Legislature in the composite amount of \$10.6 million. Northland's share of that request, if granted (and the College were "held harmless"), would be \$143,000 per year, for two years.

House Bill 2109: This is the capital matching funds bill that Representative Debra Brimhall is championing. She moved it to the Banking & Insurance Committee so that it would not get stuck in another committee.

The Board was further advised that a new bill has been introduced (House Bill 2676) which gives \$3 million to Dine College. It apparently has Speaker Jeff Groscoast's support.

With regard to Senate Bill 1199 introduced by Senator Jack Jackson (IGA's between the community colleges and the reservations), it is anticipated that this bill will be withdrawn.

Enrollment and Marketing: President Passer advised that enrollment has been static for the past five years. It is traditional for enrollment to decline when the economy is good. Northland is fortunate to have been held harmless in the budget process for this decline in years past. It is important to be proactive in turning this trend around so that there will not be a negative financial consequence in the future.

It is believed that some new marketing ideas and concepts could play a key role in rejuvenating the enrollment of former and new students. Dr. Carl Heilman, with the assistance of the Public Relations and Marketing Department, is currently investigating the possibility of hiring an outside marketing firm. They will be requesting proposals from firms throughout the State who have experience in marketing for community colleges. The results of the investigation will be brought back to the Board.

Shared Vision and Strategic Plan: President Passer briefly reviewed the Shared Vision and Strategic Plan which has evolved throughout the College in the past six months. It was reviewed by the College Planning Committee, the Management Council, and all College personnel at an All-College Forum. After the Board has an opportunity to review the document and share their concerns, the intention is to then send it to the leaders in the community to get further direction of where the College should be heading for the next five years.

**ANNOUNCEMENT OF NEXT MEETING**

President Passer advised that the next regular meeting was tentatively scheduled for 11 a.m. on Tuesday, March 9, 1999, at the District Office in Holbrook, Arizona.

**ADJOURNMENT**

Upon motion by Ronald Hurle, seconded by Daniel Peaches, the meeting was unanimously adjourned at 10:45 a.m.

Respectfully submitted,

*Ant II*  
Anne M. Ab y  
Recording Secretary  
to the Board

*Bill Jeffers*  
Bill Jeffers, ~~Chairman~~

*44,7t(c) & G. Hurle*  
Ronald G. Hurle, Secretary

**NAVAJO COUNTY COMMUNITY COLLEGE**

**District Governing Board**

**Minutes of Regular Meeting  
March 9, 1999**

**District Office - Eagle's Nest  
103 First Avenue at Hopi Drive  
Holbrook, AZ 86025**

MEMBERS PRESENT: Neal Thompson, Chairman  
Daniel Peaches, Secretary  
Ronald G. Hurle  
Bill Jeffers, Jr.

MEMBERS ABSENT: Ivan Sidney

OTHERS PRESENT:

President Gary L. Passer	Dr. Carl Heilman
Bruce Klewer	Dr. Judith Doerr
Dan Simper	Anne Abbey
Zelda Gray	Everett Robinson
Geney Nix	Margaret White
Cathy Gray	Victor Bork
JoLynn Fox of the Holbrook Tribune	

Chairman Bill Jeffers called the meeting to order at 11 a.m., welcoming guests and pledging allegiance to the flag.

**ADOPTION OF AGENDA**

Neal Thompson moved to adopt the agenda, Ron Hurle seconded the motion, and it was unanimously carried.

**APPROVAL OF MINUTES**

On motion made by Ron Hurle; seconded by Daniel peaches; motion was unanimously carried to approve the minutes of the February 22, 1999 teleconference.

CORRESPONDENCE

There was no correspondence.

CITIZENS INTERIM

Chairman Jeffers called for input from the general public. There was none.

NEW BUSINESS

A) Request for Sabbatical Leave

President Passer presented a sabbatical leave request for Claude Endfield for fall semester of 1999. Ms. Endfield will be developing training materials and providing technical assistance to 254 Native American tribes who currently operate federal child care programs. She will then participate in six proposed cluster training sessions sharing the developed materials. One of those sessions has been proposed for the Hon Dah Convention Center. The sabbatical is expected to generate new courses and national recognition for NPC's Early Childhood Development program. Her request came with approval and recommendation by Dean Pat Wolf and Vice President for Instructional Services, Dr. Judith Doerr, as well as President Passer.

Upon motion by Daniel Peaches, seconded by Neal Thompson, the sabbatical leave request for Claude Endfield was unanimously approved.

B) Consideration for Approval of Tuition, General Fees and Course Fees for 1999-2000

President Passer requested the Board to review for approval the proposed tuition schedule, general fee schedule, and the course fee schedule. The tuition is proposed to stay at \$24 per credit hour for in-state students. The fee for out-of-state students, taking 7 - 15 credits, was recommended to be increased to \$145 per credit hour. The \$8 increase is to comply with a state requirement that 80 percent of the education costs be paid by non-Arizona students. The fees for residence hall rental were also recommended to be increased \$25 per semester. Some course fees were proposed to be raised to reflect actual costs involved in the classes.

Upon motion by Ron Hurle, seconded by Daniel Peaches, the schedule of tuition, general fees and course fees for 1999-2000 was unanimously approved.

C) Adjustment to Fiscal year 1997-98 Adopted Budget

An adjustment to the fiscal year 1997-98 budget was requested to more accurately reflect expenditures. Specifically, the budget for the plant fund should be reduced to \$3 million, of which \$2.7 million was actually spent.

Upon motion by Neal Thompson, seconded by Daniel Peaches, the adjustment was unanimously approved.

p1 IGA with Arizona Western College (Yuma/LaPaz Counties Community College District)

Dr. Judith Doerr presented an IGA with Arizona Western College to co-sponsor casino management training at Hon Dah. NPC will provide the general education component of the degree and Arizona Western will provide the specialized degree component. It was noted that upon advice of counsel, that Section 6(b) and A.R. S. §§ 35-214 and 35-215 of Section 6(c) be stricken from the documents. This was requested since the statutes were not applicable to community colleges and the legality of Executive Order No. 75-5 is being challenged.

With the modifications so noted above, Ron Hurle moved to approve the IGA. The motion was seconded by Neal Thompson and unanimously carried.

Request to Hold Auction

A list of obsolete and damaged items was presented to the Board for approval in disposing of the equipment and automobiles by auction. Included in the list are two automobiles, one pickup, computer equipment, printing presses and office furniture.

Upon motion by Ron Hurle, seconded by Daniel Peaches, the vote was unanimous to hold a public auction to dispose of the items listed.

Consideration of Strategic Plan

President Passer presented the College's Strategic Plan, which will be a key component of the NCA accreditation process and will become a planning instrument for budgeting. It had been earlier reviewed by the College Planning Committee, the Management Council, and an All-College Forum. It is a written representation of input from those constituencies, in addition to the earlier ideas and suggestions provided by the Board members at their 1998 retreat. Passer envisions the instrument as a living document that portrays what NPC is now and what it will become by the year 2005.

The document incorporates the shared vision statements, with elaboration of strategies to accomplish the key elements. As an additional part of this important process, the Board agreed that President Passer should pursue review and solicit input from community leaders throughout the College District. This will be done by survey, with the results further analyzed and submitted to the Board for final development and implementation. This document will become the roadmap to achieve a shared vision for Northland's future.

Upon motion by Ron Hurle, seconded by Daniel Peaches, the Board voted unanimously to approve the strategic plan and take it to the next level of review.

FACULTY REPORT

There was none.

CASO REPORT

Margaret White advised that CASO is doing remarkably well with its fund-raisers. So much so, that they have raised the scholarship amount to \$360 for full-time students and have increased the number of scholarships from one to two. A retreat has been scheduled for April 2 at Hon Dah, with keynote speakers, President Gary Passer and Grace Pooley. White also extended invitations to the Vice Presidents and Board members to join them at the retreat.

BOARD REPORTS

There was none.

PRESIDENT'S REPORT

A) RESIGNATIONS:

**Jack Olds**, Women's Head Basketball Coach/Fitness Center Supervisor, Painted Desert Campus

**Dr. Joseph Reynolds**, Special Needs Coordinator, Little Colorado Campus

**Lu Anne Frost**, Secretary to the Dean of Liberal Arts, Painted Desert Campus

**Beverly Graham**, Nursing Instructor, Little Colorado Campus

NEW EMPLOYEES:

There are none.

a) STAFF REPORTS:

PTK - Jeff Thomas, Faculty Advisor: In introducing Jeff Thomas, President Passer alerted the Board that this year's prestigious All Arizona Academic Team placed the highest in NPC's history. Jeff followed up by noting that of the five nominees, two were placed on the first team, one was placed on the second team, and two were placed on the third team. In fact, one of the first team members is Clark Rowley, current President of PTK. All of the nominees will receive local and statewide recognition in addition to cash scholarship monies and tuition waivers. In all, this was an outstanding group of students who represented the College well.

Thomas reported on the impending Book Fairs, April 5 in Holbrook and April 7 in Show Low. The NPC PTK chapter plans to give away over 1400 books to area first graders as part of their community service project. A grant from the Arizona Humanities Council,

chapter fund-raisers and corporate donations are paying for the books. Corporate sponsorships included WalMart, Pepsi-Cola, Golden Books, and Pizza Hut. Support was also given by the Faculty Association and the CASO group, in addition to the PTK members holding miscellaneous fund-raisers. He gave special credit to Connie Moon, who chaired the Book Fair project.

C.1 ALUMNUS OF THE MONTH: ZELDA GRAY

This month's alumnus was Zelda Gray, Holbrook City Councilwoman and humanitarian. Zelda was the valedictorian of the 1983 NPC graduating class and an enthusiastic supporter of NPC. She also serves her community as president of the Holbrook Food Bank, treasurer of the Holbrook Senior Center, secretary-treasurer of the Navajo County Historical Society, and a member of the Holbrook Tourism Committee. Last year she shared the Chamber's Humanitarian of the Year honor with fellow councilman Glenn Holden. She was a strong advocate of donating the old Air Force building to the College.

Zelda spoke highly of the NPC faculty and staff, and concluded with the following quote: "Some people come into our lives and quickly go. Some stay for a while and they leave footprints on our hearts and we are never, ever the same. And so it is with NPC, once it enters into your life."

Zelda received a special plaque from Chairman Bill Jeffers, a 3-credit hour gift certificate and mementos from the College.

APPROVAL OF VOUCHERS

A motion to approve the vouchers was made by Ronald Hurle and seconded by Daniel Peaches. Motion was unanimously carried.

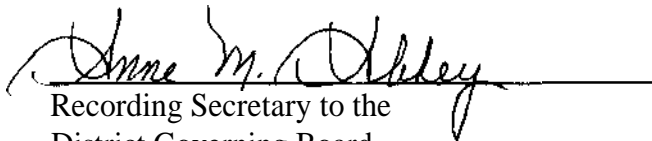
ANNOUNCEMENT OF NEXT MEETING

President Passer advised that the next regular meeting was tentatively scheduled for 11 a.m. on Tuesday, April 13, 1999, at the District Office.


ADJOURNMENT

Upon motion made by Neal Thompson, seconded by Daniel Peaches, unanimously carried; the meeting adjourned at 11:45 a.m.

Respectfully submitted,

  
Recording Secretary to the  
District Governing Board

APPROVED: \_\_\_\_\_ ATTEST

  
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President, District Go Board

  
\_\_\_\_\_  
Secretary, District Governing Board



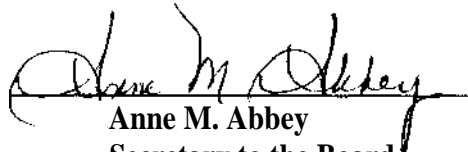
**NOTE:**

**On Wednesday, March 31, 1999, there were only two Board members present, Chairman Bill Jeffers and Secretary Ronald G. Hurlle, so there was not a quorum.**

**The firms of Michael Bolchalk Marketing of Tucson and Dubs/Tyau of Tucson made their presentations.**

**No minutes were taken.**

**Dated this 31' day of March, 1999.**

  
**Anne M. Abbey**  
**Secretary to the Board**

**NAVAJO COUNTY COMMUNITY COLLEGE  
DISTRICT GOVERNING BOARD**

Minutes of Teleconference

Tuesday, April 6, 1999 - 9 a.m.

Location: District Office, 103 First Avenue at Hopi Drive  
Holbrook, Arizona

**MEMBERS PRESENT:**  
(via Telephone)

Mr. Bill Jeffers, Chairman  
Mr. Ronald Hurle, Secretary  
Mr. Neal Thompson

MEMBERS ABSENT:

Mr. Daniel Peaches  
Mr. Ivan Sidney

OTHERS PRESENT:

President Gary L. Passer  
Anne Abbey, Recording Secretary  
Dr. Carl Heilman  
Bruce Klewer  
Brian McLane  
Dan Simper

The teleconference began at 9 a.m. on Tuesday, April 6, 1999. Chairman Bill Jeffers took roll call and noted all of the attendees listed above, with the exception of Ivan Sidney and Daniel Peaches, who were not available.

**APPROVAL OF THE AGENDA**

Upon motion by Ron Hurle, seconded by Neal Thompson, it was unanimously approved to accept the Agenda as posted.

**NEW BUSINESS**

The purpose of the teleconference was for review and award of the bid for marketing services. Presentations were made on March 31, 1999 at the District Office in Holbrook by the firms of Michael Bolchalk Marketing and Dubs/Tyau, both of Tucson. The presentations were open to the public and all faculty and staff. Since only two Board members were present, there was not a quorum on that date. Video copies of the presentations and all written materials were sent to the absent Board members for their review.

Upon relating the recommendations of the Enrollment Task Force and the Marketing Committee by Dr. Carl Heilman, the Board discussed briefly the strengths and weaknesses of each firm. Upon motion by Ronald G. Hurle, seconded by Neal Thompson, the vote was unanimous to award the contract to Dubs/Tyau for the forthcoming year.

**PRESIDENT'S REPORT**

Budget: Bruce Klewer gave a brief update on expected revenues for the College during 1999-2000 and how they might impact the forecasted budget.

Procedure Revision: President Passer advised that a new Reduction in Force procedure is currently being drafted to replace the current one, which is legally problematic. At the present time, the RIF procedure is rescinded.

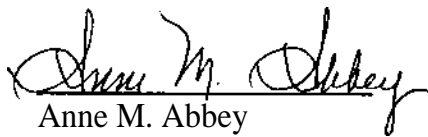
**ANNOUNCEMENT OF NEXT MEETING**

Because of publishing deadlines for the proposed budget, meetings will be scheduled in April and May, depending on legislative action. Anne will contact the members as soon as the required information is available from the Legislature.

**ADJOURNMENT**

Upon motion by Ronald Hurle, seconded by Neal Thompson, the vote was unanimous to adjourn the meeting at 9:47 a.m.

Respectfully submitted,



Anne M. Abbey  
Recording Secretary  
to the Board

Bill Jeffers, C

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Ronald G. Hurle, Secretary

**NAVAJO COUNTY COMMUNITY COLLEGE**

**District Governing Board**

**Minutes of Regular Meeting  
April 30, 1999**

**District Office - Eagle's Nest  
103 First Avenue at Hopi Drive  
Holbrook, AZ 86025**

**MEMBERS PRESENT:**

Bill Jeffers, Chairman  
Ronald G. Hurle, Secretary  
Ivan Sidney  
Neal Thompson

**MEMBERS ABSENT:**

Daniel Peaches

**OTHERS PRESENT:**

President Gary L. Passer	Bruce Klewer
Dr. Judith Doerr	Dan Simper
Anne Abbey	Everett Robinson
Carol McGatha, Alumnus	Margaret White, CASO Co-President
Duane McGatha	Brian McLane
JoLynn Fox of the Holbrook Tribune	Harold Ortega, Corporate Cleaning
Elizabeth Cloud	Kathleen Abel
Elizabeth Crookston	Megan Baird
Michael Martineau	Jessica Kotterman
Aaron Sadler	Bryce Palmer
Leah Westover	Jessica Seaman
	Virginia Arthur

Chairman Bill Jeffers called the meeting to order at 11 a.m., welcoming guests and leading the pledge of allegiance to the flag.

**CORRESPONDENCE**

There was no correspondence. At this point, Ivan Sidney called attention to the fact that the approval of the minutes was not listed on the Board agenda, so approval of the minutes for the March meetings will be set on the Agenda for the May Board meeting.

**CITIZENS INTERIM**

Chairman Jeffers called for input from the general public. Mr. Harold Ortega of Corporate Cleaning announced that he was retiring from the cleaning business and expressed his appreciation for the opportunity to serve the community college district for the past few years. Chairman Jeffers thanked him for the donation of various cleaning items and equipment to the college.

**NEW BUSINESS**

A) Preliminary Approval of FY2000 Budget

President Passer advised the Board that it was time to review and preliminarily approve the budget for 1999-2000. Bruce Klewer noted that the preliminary operating budget of \$13,950,318 includes an increase of 2.87 percent over the current year. The budget also notes an increase in the primary tax rate of 0.00850 per \$100 net assessed valuation. This means that the primary tax bill for an owner-occupied residence with a full cash value of \$100,000 would increase 85 cents per year, from \$118.13 to \$118.98.

Mr. Klewer also advised that the preliminary budget will be published in a legally recognized newspaper and that a public hearing is scheduled for Thursday, May 20 at 11 a.m. at the District Office in Holbrook. Following the public hearing, the Board will be requested to approve the budget during its regular board meeting. The preliminary budget is available for public review at the NPC District Office.

Upon motion by Ronald Hurlle, seconded by Neal Thompson, the budget for 1999-2000 was preliminarily approved, subject to final approval in May.

B) Curriculum Modifications

Dr. Judith Doerr presented the curriculum modifications to the Board, which included the establishment of six new physical fitness courses, one credit hour each. Also included in the modifications was a second semester course of Human Anatomy & Physiology (BIO 202); it was noted that this would give students, especially those in the health sciences, more elective options. The credit assignment for Nursing Assistant (NAT 101) was recommended for revision from 7 to 5 credits to reflect new state requirements. Other recommendations included a change in math requirements for the Associate of General Studies degree and the Certificates of Applied Science.

Upon motion by Ron Hurle, seconded by Ivan Sidney, the curriculum modifications were unanimously approved as presented.

C) Proposed Associate General Studies Degree Plan in Early Childhood Development

Dr. Judith Doerr presented to the Board a new Associate of General Studies degree in Early Childhood Development. This proposed degree was reviewed in a meeting of the Academic Standards and Curriculum Committee on April 16, 1999, and approved by a write-in ballot on April 23, 1999. Dr. Doerr advised that this would give students in this field another degree option and make them eligible for financial aid assistance. For those students transferring to a four-year education program, more credits will be accepted through the Associate of General Studies degree than the current Associate of Applied Science degree, she noted.

Upon motion by Neal Thompson, seconded by Ivan Sidney, the Associate of General Studies Degree Plan in Early Childhood Development was approved.

FACULTY REPORT

There was none.

CASO REPORT

Margaret White reported on the successful Staff Development Day activities, President Gary Passer's ice-climbing presentation, and candy sales that are funding two scholarships per semester. She also announced that new representatives were elected and new officers will be elected at their next meeting. Chairman Jeffers thanked Margaret White and her co-chair, Marva Fellows, for their two years of enthusiastic service to CASO.

BOARD REPORTS

There was none.

PRESIDENT'S REPORT

- A) RESIGNATIONS:  
**Annette Zalenski**, Personnel Technician, District Office

NEW EMPLOYEES:  
**Theresa Artz-Howard**, Nursing Assistant Instructor, White Mountain Campus  
**Stefanie Johnstun**, Faculty Secretary/Receptionist, Painted Desert Campus  
**Dawn Edgmon**, Personnel Specialist II, District Office  
**Albert Woods**, IS Technician, Painted Desert Campus  
**Bobette Welch**, Secretary to the Dean of Liberal Arts, Painted Desert Campus

B) STAFF REPORTS:

President's Scholars: Dr. Carl Heilman presented medallions to ten students in the NPC President's Scholars program on behalf of the Board and Ron Goulet, the group's faculty coordinator. Receiving awards after two years in the Scholars Program were: Kathleen Abel, Megan Baird, Elizabeth Crookston, Jessica Kotterman, Michael Martineau, Bryce Palmer, Aaron Sadler, Jessica Seaman, Joe Simper (absent) and Leah Westover. All will be graduating this May, except Westover who has another year of study to complete her nursing degree.

NPC Student Employee of the Year: Elizabeth Cloud was recognized and congratulated by the President and Board as NPC's Student Employee of the Year. She received a \$100 scholarship and plaque from the College. Elizabeth works in the Learning Cornerstone on the Painted Desert Campus and was nominated for this award by Virginia Arthur. Recently she was named to the All-Arizona Academic First Team, a "first" for Northland Pioneer College, along with Clark Rowley, of the Silver Creek Campus. She was also selected as the Arizona Student Employee of the Year by the Western Association of Student Employment Administrators (WASEA) and will be receiving a \$50 US Savings Bond from WASEA.

**Q** ALUMNUS OF THE MONTH: CAROL MCGATHA

This month's alumnus is nursing graduate, Carol McGatha, who attended Northland in Apache and Navajo Counties. Obtaining the nursing degree with distinction in 1997 fulfilled a life-long dream to become an emergency room nurse. After completing the rigorous two-year NPC nursing program, she worked at a Phoenix hospital, but came back to a rural setting to work full-time as an Emergency Room Nurse at Navapache Regional Medical Center in Show Low. She stated she would rather commute the 70 miles in the country than to put up with road rage, the possibility of getting shot, and traffic in the big city.

Carol spoke highly of the NPC instructors and noted that her clinical skills in the valley received high commendations from veteran nurses. She does not plan to go on for a four-year degree and reflected that being a trauma nurse is what she has always wanted to do.

Carol received a special plaque from Chairman Bill Jeffers, a 3-credit hour gift certificate and mementos from the College.

APPROVAL OF VOUCHERS

A motion to approve the vouchers was made by Ronald Hurle and seconded by Neal Thompson. Motion was unanimously carried.

c.


**ANNOUNCEMENT OF NEXT MEETING**

Chairman Bill Jeffers stated that the next regular meeting was tentatively scheduled for 11 a.m. on Thursday, May 20, 1999, at the District Office in Holbrook.

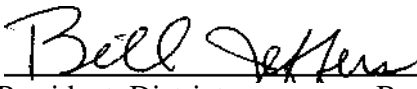
**ADJOURNMENT**

Upon motion made by Ronald Hurle, seconded by Neal Thompson, unanimously carried; the meeting adjourned at 11:45 a.m. It was noted for the record that they would be going back into a study session.

Respectfully submitted,

  
Recording S - W Lary to the  
District Governing Board

APPROVED: \_\_\_\_\_ ATTEST

  
President, District \_\_\_\_\_ ng Board

411 ik%  
Secretary, District Governing Board



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**NAVAJO COUNTY COMMUNITY COLLEGE**

**District Governing Board**

**Minutes of Public Hearing  
May 20, 1999**

**District Office - Eagle's Nest  
103 First Avenue at Hopi Drive  
Holbrook, AZ 86025**

**MEMBERS PRESENT:**

Bill Jeffers, Chairman  
Ronald G. Hurle, Secretary  
Daniel Peaches  
Ivan Sidney  
Neal Thompson

**OTHERS PRESENT:**

President Gary L. Passer  
Dr. Carl Heilman  
Dr. Judith Doerr  
Anne Abbey  
JoAnn Taylor  
JoLynn Fox, of  
the Holbrook Tribune

Bruce Klewer  
Brian McLane  
Dan Simper  
Rand Henderson  
Everett Robinson  
Norman Essary of  
Prima Cleaning Services

Chairman Bill Jeffers called the meeting to order at 11 a.m., welcoming guests and pledging allegiance to the flag. He stated that the purpose of the meeting was to present the 1999-2000 proposed budget to the taxpayers of Navajo County.

**PRESENTATION OF THE 1999-2000 PROPOSED BUDGET:**

Bruce Klewer advised that the 1999-2000 proposed budget had been advertised in a legally recognized newspaper, as required by statute. He noted that the tax rate increase was minimal — \$.0085 on properties, thus effectively making the total tax rate \$1.1898. This would translate to approximately 68¢ annually on a house with \$100,000 assessed valuation. Meetings had taken place earlier with one of the major taxpayers, A.P.S., and they were pleased with the direction that the college was going.

Chairman Bill Jeffers called for comments from the public, and there were none. Copies of the budget were made available for review by the general public.

ADJOURNMENT

Upon motion made by Ivan Sidney; seconded by Daniel Peaches; unanimously carried; the public hearing adjourned at 11:10 a.m.

Respectfully submitted,

**Am** „ \_\_\_\_\_  
Recording Sec" - o the  
District Governing Board

APPROVED: \_\_\_\_\_ ATTEST

*Bill Jeffers*  
\_\_\_\_\_  
Chairman, District Governing Board

**404** / **14e/d**  
\_\_\_\_\_  
Secretary, District Governing Board

**NAVAJO COUNTY COMMUNITY COLLEGE**

**District Governing Board**

**Minutes of Regular Meeting  
May 20, 1999**

**District Office - Eagle's Nest  
103 First Avenue at Hopi Drive  
Holbrook, AZ 86025**

**MEMBERS PRESENT:**

Bill Jeffers, Chairman  
Ronald G. Hurle, Secretary  
Daniel Peaches  
Ivan Sidney  
Neal Thompson

**OTHERS PRESENT:**

President Gary L. Passer	Bruce Klewer
Dr. Carl Heilman	Brian McLane
Dr. Judith Doerr	Dan Simper
Anne Abbey	Rand Henderson
JoAnn Taylor	Everett Robinson
JoLynn Fox, of the Holbrook Tribune	Norman Essary of Prima Cleaning Services

Chairman Bill Jeffers called the meeting to order at 11:12 a.m., welcoming guests and pledging allegiance to the flag.

**ADOPTION OF AGENDA**

Neal Thompson moved to adopt the Agenda, as revised; Ivan Sidney seconded the motion, and it was unanimously carried.

APPROVAL OF MINUTES

On motion made by Ronald Hurle; seconded by Daniel Peaches; motion was unanimously carried to approve the minutes of the March 9, 1999 regular meeting; the April 6, 1999 teleconference board meeting; and the regular meeting and the executive session of April 30, 1999.

CORRESPONDENCE

Chairman Bill Jeffers called for correspondence. There was none.

CITIZENS INTERIM

Chairman Jeffers called for input from the general public. There was none.

NEW BUSINESS

A) Approval of FY2000 Budget

President Passer presented the budget for 1999-2000. **Bruce Klewer noted that it was published in a legally recognized newspaper and that the public hearing took place immediately preceding this meeting. Members reduced next year's Unexpended Plant Fund by \$1 million to reflect the amount vetoed by Arizona Governor Jane Hull the day before. The budget was presented for adoption with that change. Bill Jeffers moved to adopt the budget; it was seconded by Daniel Peaches and unanimously carried.**

\$) Curriculum Modifications

**Dr. Judith Doerr presented curriculum modifications that included deletion of French 100 and German 100 as prerequisites for the 101-level courses in each language and deletion of Art 230 - Sculpture II. Two new courses were added: Community Health Work (3 credits) and Community Health Field Work (6 credits). The proposed Community Health Advisor Certificate of Proficiency includes these two courses, CPR/First Aid training, Introduction to Social Work and one 3-credit elective course. Neal Thompson moved to adopt the curriculum modifications; motion was seconded by Ivan Sidney and unanimously carried.**

C) Award of Bid for Janitorial Services

Bruce Klewer presented to the Board an analysis of the vendor bids for janitorial services in response to the college's request for proposals issued on April 9, 1999. The contract year will be July 1, 1999 to June 30, 2000 (renewable for two years). It was recommended to the Board to award the contract for White Mountain Campus to Baird Janitor Service, and a separate contract to Prima Cleaning Service for the Painted Desert Campus and Community Education Center. Bids for the Little Colorado Campus at Winslow are still being reviewed and will be presented to the Board at a future

meeting. Upon motion by Daniel Peaches and seconded by Ronald Hurle, the bids *were* unanimously approved as recommended by Bruce Klewer.

**D) 1999 Public Auction**

At a March 9, 1999 Board meeting, the Board approved a list of items to be offered at public auction. Bruce Klewer advised that some additional items should be included on the list. They were three 1987 Nissans and one 1988 Nissan. These were replaced because they had an average of 250,000 miles on them. Bids will be accepted on the surplus property June 2, 3 and 4 and can be viewed at the NPC Maintenance Building, 102 First Avenue at North Central in Holbrook.

Upon motion by Bill Jeffers, seconded by Daniel Peaches and unanimously carried, the additional items to add to the list for public auction were unanimously approved.

**E) Consideration of Salary Proposal for 1999-2000**

President Passer presented to the Board a salary proposal for 1999-2000. He noted that Dan Simper had talked with the representatives from faculty and staff on this proposed salary plan. It reflects a 3 percent increase for most employees. Full-time faculty receive a 3 percent increase in the base and will remain on the same step as the current year. Associate faculty will see an increase from \$418 to \$430 per load credit, a 2.9 percent increase.

Upon motion by Ronald Hurle, seconded by Neal Thompson, and unanimously carried, the salary proposal for 1999-2000 was approved as presented.

**F) President's Contract (EXECUTIVE SESSION)**

At 11:30 a.m., Neal Thompson moved to adjourn into Executive Session to discuss the President's Contract. It was seconded by Ronald Hurle and unanimously approved. At 11:50 a.m., the Board reconvened into main session. Ronald Hurle moved to approve the President's contract as reviewed; motion was seconded by Neal Thompson; it was unanimously carried.

**FACULTY REPORT**

There was none, however, it was noted that Pat McCann will be the new president of the faculty association for 1999-2000.

**CASO REPORT**

There was none.

**BOARD REPORTS**

Chairman Jeffers noted his appreciation for the graduation ceremony and the President's reception which followed. The activities were well attended and very successful.

He advised that the Board engaged in some enlightening discussion about Y2K during the study session.

One final comment was that he had been approached by the librarian from the City of Holbrook, who requested that the college enter into discussions with the Holbrook Library staff about the possibility of a joint use library facility between the college and the community. Brian McLane will follow up on that inquiry, which will include a needs assessment with the city library staff, and report back to the Board.

**PRESIDENT'S REPORT**

A) **RESIGNATIONS:**

**Janice DeGraff, Satellite Center Technician, St. Johns**

**NEW EMPLOYEES:**

**David Krestel, Faculty in Culinary Skills, Winslow Department of Corrections**

**STAFF REPORTS:**

President Passer advised the Board that communications had been received from Dr. Tommy Lewis, President of Dine' Community College, expressing interest in renewed discussions about the college offering services on the Navajo Reservation. Grace Pooley has been talking with Dr. Lewis about this prospect. Correspondence has also been received from Dr. Yazzie, Superintendent of Kayenta School District, regarding the availability of facilities for Northland to *renew* its offering of services at Kayenta.

**APPROVAL OF VOUCHERS**

A motion to approve the vouchers was made by Ronald Hurle and seconded by Daniel Peaches. Motion was unanimously carried.

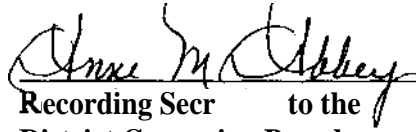
**ANNOUNCEMENT OF NEXT MEETING**

President Passer advised that the next regular meeting was tentatively scheduled for 11 a.m. on Tuesday, August 10, 1999, at the District Office.

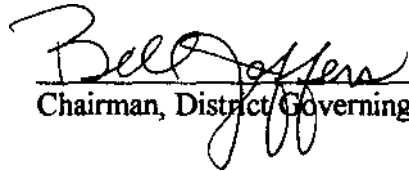
**ADJOURNMENT**

Upon motion made by Ronald Hurle; seconded by Daniel Peaches; unanimously carried; the meeting adjourned at 12:10 p.m.

Respectfully submitted,

  
Recording Sec to the  
District Governing Board

APPROVED: \_\_\_\_\_ ATTEST

  
Chairman, District Governing Board

**24%**  
Secretary, District Governing Board

**NAVAJO COUNTY COMMUNITY COLLEGE**

**District Governing Board**

**Minutes of Regular Meeting  
August 10, 1999**

**District Office - Eagle's Nest  
103 First Avenue at Hopi Drive  
Holbrook, AZ 86025**

**MEMBERS PRESENT:**

Bill Jeffers, Chairman  
Ronald G. Hurle, Secretary  
Daniel Peaches  
Ivan Sidney  
Neal Thompson (telephonically)

**OTHERS PRESENT:**

President Gary L. Passer	Bruce Klewer
Dr. Carl Heilman	Brian McLane
Dr. Judith Doerr	Dan Simper
Anne Abbey	Mark Engle
Everett Robinson	JoLynn Fox, of the Holbrook Tribune

Chairman Bill Jeffers called the meeting to order at 11:00 a.m., welcoming guests and pledging allegiance to the flag.

**ADOPTION OF AGENDA**

Ronald Hurle moved to adopt the Agenda; Ivan Sidney seconded the motion, and it was unanimously carried.

**APPROVAL OF MINUTES**

On motion made by Ronald Hurle; seconded by Daniel Peaches; motion was unanimously carried to approve the minutes of the Public Hearing, Regular Meeting and two Executive Sessions of May 20, 1999.



**CORRESPONDENCE**

Chairman Bill Jeffers called for correspondence. There was none.

**CITIZENS INTERIM**

Chairman Jeffers called for input from the general public. There was none.

**YEW BUSINESS**

**A) IGA with Apache County**

President Passer presented the Intergovernmental Agreement between Apache County and Northland Pioneer College for renewal of programs and services in Apache County for two years (July 1, 1999 - June 30, 2001). IGA is attached to the official minutes as Tab A. Ron Hurle moved to approve the Intergovernmental Agreement; it was seconded by Ivan Sidney and motion was unanimously carried.

**13) IGA with Yuma/LaPaz Counties Community College District**

Dr. Judith Doerr presented the renewal of the Intergovernmental Agreement with Yuma/LaPaz Counties Community College District (Arizona Western College) to continue offering programs of study in Casino Management within NPC boundaries from July 1, 1999 - June 30, 2000. IGA is attached to the official minutes as Tab B. Upon motion by Ron Hurle, seconded by Ivan Sidney, motion was unanimously carried to renew the IGA for one year.

**C) IGA with Pinal County Community College District**

Dr. Judith Doerr presented the renewal of the Intergovernmental Agreement with Pinal County Community College District (Central Arizona College) to provide programs in Dietetic Education in Navajo County during the 1999-2000 academic year. IGA is attached to the official minutes as Tab C. Upon motion by Daniel Peaches and seconded by Ivan Sidney, motion was unanimously approved to renew the IGA for one year.

**D) Addition of Course Fees**

Dr. Judith Doerr presented course fees for ACJ 101 (Orientation to Law Enforcement) and ACJ 126 (Crime Scene Management) to become effective for the 1999-2000 academic year for open enrollment cadets. Course fees for Internet courses and EDU/ECD courses were also presented as noted in Tab D, attached to the official minutes. Upon motion by Daniel Peaches, seconded by Ivan Sidney and unanimously carried, the course fees were approved as presented.

E) Request to Sell Four Modular Buildings - Little Colorado Campus, Winslow

The District Governing Board was presented with a request to sell four modular buildings located at the Little Colorado Campus in Winslow, Arizona with a sealed bid process. Upon motion by Ronald Hurle, seconded by Ivan Sidney, and unanimously carried, approval was granted to sell the four modular buildings.

F) Award of Bid for Janitorial Services - Little Colorado Campus, Winslow

Bruce Klewer, VP for Administrative Services, presented information regarding the bids for janitorial services at Little Colorado Campus in Winslow (attached to the official minutes as Tab F). Upon motion by Ivan Sidney, seconded by Ronald Hurle, motion was unanimously passed to award the bid for the janitorial services to Prima Cleaning Services for July 1, 1999 to June 30, 2000.

FACULTY REPORT

There was none.

CASO REPORT

Barbara Cohen presented the CASO report. She advised that the new representatives had been elected and the new officers for CASO would be elected at their next meeting. Some of CASO's goals include continuing support for professional development, support of campus councils, and intensified fostering of the team building concept throughout the institution.

BOARD REPORTS

There was none.

PRESIDENT'S REPORT (President Passer abbreviated the report and noted the trend in the increasing difficulty to recruit faculty.)

A) RESIGNATIONS:

Lana Roberts, Courier Driver, District Office  
Stella Kirby, Records and Registration Clerk, District Office  
George Poplin, Faculty in Business, White Mountain Campus  
Jim Dunn, Center Manager, Heber  
Denise Thompson, Records and Registration, District Office  
Brian Miller, Coordinator of Financial Aide, Painted Desert Campus  
Leann Boone, Fitness Center Advisor/Athletic Trainer, Painted Desert Campus  
Jason Blosser, Director of Systems and Networks, Painted Desert Campus  
Joann Crowover, Faculty in Nursing, White Mountain Campus

Kathleen Trainor, Faculty in Mathematics, Little Colorado Campus  
Wilphina Begay, Academic Advisor, Little Colorado Campus  
Jody Gill, Secretary to the Director of Development Services, Little Colorado Campus

NEW EMPLOYEES:

Jan Mathis, Director, School-to-Work, White Mountain Campus  
Elizabeth Alwin, Accounting Technician, District Office  
Leo Michael Yost, Upholstery Instructor, Special Status, Department of Corrections  
Darla Basamania, Faculty in EMT/Fire Science/Program Coordinator,  
Little Colorado Campus  
Willis Begay, Adult Special Ed Site Coordinator/Instructor, Ganado  
Shaleigh Hall, Records and Registration Clerk, District Office  
Jan Hobart, Faculty in Business, White Mountain Campus  
Mark Workman, Dean of Business and Technology, White Mountain Campus  
Nancy Williams, Faculty in Nursing, Little Colorado Campus  
Marilyn Ralston, Faculty in Nursing, Little Colorado Campus  
John Hancock, Academic Advisor, Little Colorado Campus  
Charles Kermes, Associate Dean for Instructional Services, White Mountain Campus  
Darren Wiberg, Faculty in Mathematics, Little Colorado Campus  
Betsyann Wilson, Acting Disability Resource and Access Coordinator,  
Silver Creek Campus  
Mark Slessinger, Head Men's Basketball Coach, Painted Desert Campus  
Tomie Zamora, Secretary to the Director of Developmental Services,  
Little Colorado Campus  
Michaela Sample, Head Women's Basketball Coach, Painted Desert Campus  
Beulah Bob, Financial Aide Coordinator, Painted Desert Campus  
Mary Lou Costales, Center Manager, Heber

STAFF REPORTS:

Dr. Judith Doerr introduced Mark Engle, Director of NPC's Small Business Development Center, and advised that he had been selected as one of 10 national recipients of the prestigious Star Performer Award from the Small Business Administration. Mark is the first Arizona SBDC business consultant to receive this peer award for innovative ways of serving clients in Navajo and Apache counties. He was chosen from among 1,000 nominations and will receive the award during the group's national conference in October.

Mark gave a report to the Board on the SBDC's efforts in creating two new degree programs in Hospitality and Native American Enterprise. The Native American Enterprise program has been in development for nearly three years. It places emphasis on entrepreneurship and leadership skills for tribal members.

Dr. Judith Doerr reported on expanded Adult Basic Education (ABE) offerings on the Navajo Reservation. Using an Arizona Department of Education grant, NPC has hired Willie Begay as the coordinator of ABE services for the northern portion of the NPC service area. Begay has set up an office in space donated by the Ganado School District, and classes have already been started in Ganado, Chinle, Red Mesa, Rock Point, Many Farms and Tolani Lake.

APPROVAL OF VOUCHERS

A motion to approve the vouchers was made by Ronald Hurle and seconded by Daniel Peaches. Motion was unanimously carried.

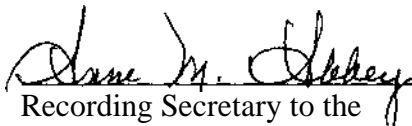
ANNOUNCEMENT OF NEXT MEETING

President Passer advised that the next regular meeting was tentatively scheduled for 11 a.m. on Tuesday, September 7, 1999, at the District Office in Holbrook.

ADJOURNMENT

Upon motion made by Ronald Hurle; seconded by Daniel Peaches; unanimously carried; the meeting adjourned at 12:10 p.m.

Respectfully submitted,

  
Recording Secretary to the  
District Governing Board

APPROVED:  ATTEST

  
Chairman, District Governing Board

Secretary, District Governing Board \_\_\_\_\_

**NAVAJO COUNTY COMMUNITY COLLEGE**

**District Governing Board**

**Minutes of Regular Meeting  
October 12, 1999**

**District Office - Eagle's Nest  
103 First Avenue at Hopi Drive  
Holbrook, AZ 86025**

MEMBERS PRESENT: Bill Jeffers, Chairman  
Ronald G. Hurle, Secretary  
Daniel Peaches  
Neal Thompson

MEMBER ABSENT: Ivan Sidney

OTHERS PRESENT:

President Gary L. Passer	Bruce Klewer
Dr. Carl Heilman	Brian McLane
Dr. Judith Doerr	Dan Simper
Anne Abbey	Melinda Rose
Everett Robinson	JoLynn Fox, of
Phil Dinsmore, Durrant Arch.	the Holbrook Tribune
Stan Anshelm, Durrant Arch.	Art Seemann
Joe Kelleher, FCI	Thava Freedman
Stan Showalter, FCI	LaVerle Ashcroft

Chairman Bill Jeffers called the meeting to order at 1:40 p.m., welcoming guests and pledging allegiance to the flag.

**ADOPTION OF AGENDA**

Ronald Hurle moved to adopt the Agenda; Daniel Peaches seconded the motion, and it was unanimously carried.

**APPROVAL OF MINUTES**

On motion made by Ronald Hurle; seconded by Daniel Peaches; motion was unanimously carried to approve the minutes of the Regular Meeting and Executive Sessions of August 10, 1999.

CORRESPONDENCE

Chairman Bill Jeffers called for correspondence. There was none.

CITIZENS INTERIM

Chairman Jeffers called for input from the general public. There was none.

NEW BUSINESS \_\_\_\_\_

A) Sale of College's Property in Missouri

President Passer advised the Board that an offer had been received for the Missouri property which was donated by Burley Blunk last year. Bruce Klewer obtained two appraisals for the property, and advised that the offer price of \$105,000 for 137 acres of pasture land near Galena, Missouri, was fair and equitable. Ron Hurle moved to accept the offer; it was seconded by Neal Thompson and unanimously passed.

B) Revisions to Policy #1210 and #1510

Anne Abbey explained the request for an additional paragraph to be added to Policy #1210 (President's Job Description). The paragraph encapsulated in writing the president's responsibility for hiring, assignment, reassignment and dismissal of personnel, which has been in practice for many years. Policy #1510 (Selection of Staff) simply refers to policy 1210. There was one slight modification to the paragraph of the first sentence by the Board, from "*shall choose*" to "*is responsible to approve*" in Policy 1210, part C. Upon motion by Neal Thompson, seconded by Daniel Peaches, the requested revisions (with modification) were unanimously approved.

C) Award of Bid for Construction of Building

Bruce Klewer updated the Board on the bidding process for the construction of a new classroom building on the White Mountain Campus. Durrant Architects designed the classroom facility and were actively involved in the advertisement for bids. Representatives from Durrant Architects were available to respond to questions. Review of the bids and a thorough checking of references resulted in the recommendation to award the contract to FCI Contractors of Phoenix, which submitted the lowest bid. Upon motion by Ron Hurle, seconded by Daniel Peaches, and unanimously carried, award of the bid for \$2,054,100 went to FCI Contractors. Award included base bid, plus alternates #1, #2, and #3.

D) Curriculum Modifications and Additions

Dr. Judith Doerr presented curriculum modifications and *additions*. Recommended were two new courses: (1) ANT - 210 - Southwestern Archeology, which will serve as an introductory-level class and become part of the proposed Heritage Preservation Program; and (2) NAT 102 (Nurse Assistant

Special Skills - a 4-credit class). (NAT 102 had been dropped earlier due to lack of enrollment, however a large area health provider requested it be restored because it develops valuable skills for nursing assistants.) The Board was advised that these additions were earlier reviewed and approved by the Academic Standards and Curriculum Committee. The modification pertaining to a course revision for LAS 205 was not presented by Dr. Doerr and will be reviewed at a future Board meeting. Upon motion by Neal Thompson, seconded by Daniel Peaches, the two course additions were unanimously approved.

E) Update by Legal Counsel regarding Pending Litigation

Counsel did not appear, therefore, there was no executive session.

**FACULTY REPORT**

There was none.

**CASO REPORT**

Melinda Rose introduced herself as a CASO co-president and gave a brief report on the successful CASO retreat. She advised that CASO members are still selling candy for fund raising.

**BOARD REPORTS**

There was none. LaVerle Ashcroft, State Board representative from Apache County, gave his impressions of the operations of the college, including its proactivity and sensitivity to the cutting edge of teaching and technology, the excellent quality of its services (he had just taken a class on the Internet) and felt overall that the college offered a good product throughout the region. Thava Freedman, State Board representative from Navajo County, echoed his sentiments.

**PRESIDENT'S REPORT**

A) RESIGNATIONS:  
**Stephanie Johnstun**, Faculty Secretary/Receptionist, Painted Desert Campus

NEW EMPLOYEES:  
**Tracy Reidhead**, Recreation Fitness Advisor/Athletic Trainor; Painted Desert Campus  
**Angelina Trombley**, Satellite Center Technician, Springerville/Eagar  
**Maria Fulton**, Faculty Secretary/Receptionist, Painted Desert Campus  
**Elizabeth Cloud**, Administrative Assistant to the Vice President for Instruction,  
District Office  
**Benny Carr**, Faculty in Construction Technology/Department Chair, White Mountain  
Campus  
**Janis DeGraff**, Satellite Center Technician, St. Johns

NAVAJO COUNTY COMMUNITY COLLEGE  
DISTRICT GOVERNING BOARD  
Minutes of Regular Meeting  
by Teleconference

Wednesday, November 3, 1999 - 9 a.m.

Location: District Office, 103 First Avenue at Hopi Drive  
Holbrook, Arizona

MEMBERS PRESENT: Mr. Bill Jeffers, Chairman  
Mr. Ronald Hurle, Secretary  
(via Telephone) Mr. Neal Thompson  
(via Telephone) Mr. Daniel Peaches  
(via Telephone) Mr. Ivan Sidney

OTHERS PRESENT: President Gary L. Passer  
Anne Abbey, Recording Secretary  
Bruce Klewer  
Rand Henderson  
Brian McLane  
Everett Robinson  
(via Telephone) Rick Friedlander, Attorney

The teleconference began at 9:10 a.m. on Wednesday, November 3, 1999. Chairman Bill Jeffers took roll call and noted all of the attendees listed above, with the exception of Ivan Sidney and Daniel Peaches, who were not yet available.

**OLD BUSINESS**

Ron Hurle voted to enter into Executive Session for the purpose of consultation for legal advice with attorneys in order to consider its position and instruct its attorneys regarding the public body's position in pending litigation [A.R. S. Section 38-431.03.A(3) and (4)]. Motion was seconded by Neal Thompson and unanimously approved.

The Board reconvened back into regular session at 10:42 a.m. Messrs. Peaches and Sidney had left the teleconference midway through the Executive Session and did not return.



NEW BUSINESS

Bruce Klewer presented a review of the bidding process for the construction of the classroom building at Polacca, Arizona. Presentations and bids were presented at the District Office in Holbrook on October 28, 1999 at 2 p.m. The attached sheet tabulates the bid information from the 12 bidders. Bids ranged from \$1.445 million to \$1.778 million. Bruce checked the references on the lowest bidder, Evans Southwest. He was advised they are familiar with Hopi labor laws and are currently building a \$7 million housing project near the medical center, west of the subject property. He recommended approval and award of the bid to Evans Southwest.

Upon a discussion and review of the liability insurance carried by the contractor, Neal Thompson moved to award the bid to Evans Southwest for \$1.445 million; to include Alternate #2; and look at Value Engineering to reduce the actual cost of the construction by 5 %; also contingent upon raising the insurance liability coverage to \$2 million per incident, including fire damages. Motion was seconded by Ronald Hurle and unanimously approved.

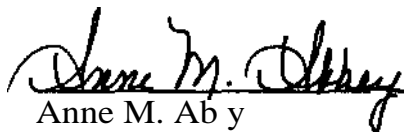
ANNOUNCEMENT OF NEXT MEETING

The Study Session will be at 10 a.m. on Wednesday, November 10, followed by the Board meeting at 11 a.m. There will be a luncheon for the dignitaries at noon. The groundbreaking will commence at 1:30 p.m., with a reception immediately following that.

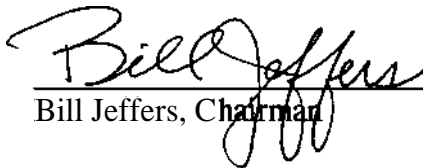
ADJOURNMENT

Upon motion by Ronald Hurle, seconded by Neal Thompson, the vote was unanimous to adjourn the meeting at 11:17 a.m.

Respectfully submitted,



Anne M. Ab y  
Recording Secretary  
to the Board



Bill Jeffers, Chairman

i44% \_\_\_\_\_

Ronald G. Aiurle, Secretary

**NAVAJO COUNTY COMMUNITY COLLEGE**

**District Governing Board**

**Minutes of Regular Meeting  
November 10, 1999**

**Conference Room at Hopi Jr./Sr. High School  
Polacca, Arizona**

MEMBERS PRESENT: Bill Jeffers, Chairman  
Ronald G. Hurle, Secretary  
Ivan Sidney  
Neal Thompson (via Telephone)

MEMBER ABSENT: Daniel Peaches

OTHERS PRESENT:

President Gary L. Passer	Bruce Klewer
Dr. Carl Heilman	Brian McLane
Dr. Judith Doerr	Dan Simper
Anne Abbey	Wilma Adams
Everett Robinson	Louella Nahsonhoya
Pat Wolf	Dr. Jeff Thomas
Beulah <b>Bob</b>	Grace Pooley
Stan Bindell for the Gallup Independent	

Chairman Bill Jeffers called the meeting to order at 10 a.m., welcoming guests and pledging allegiance to the flag.

**ADOPTION OF AGENDA**

Ronald Hurle moved to adopt the Agenda; Ivan Sidney seconded the motion, and it was unanimously carried.

**APPROVAL OF MINUTES**

Anne Abbey advised the Board that a correction was in order for the October 12, 1999 minutes. That was to change Item D under New Business on the second page from "ANT 210 - Southwestern Anthropology" to "ANT 210 - Southwestern Archeology." Upon motion made by Ronald Hurle noting the correction to the minutes and seconded by Ivan Sidney; motion was unanimously carried to approve the minutes of the Regular Meeting of October 12, 1999, and the Regular Meeting by Teleconference and Executive Session Minutes of November 3, 1999.

**CORRESPONDENCE**

Chairman Bill Jeffers called for correspondence. There was none.

**CITIZENS INTERIM**

Chairman Jeffers called for input from the general public. There was none.

**NEW BUSINESS**

**A) Adjustment to Fiscal Year 1998-99 Adopted Budget**

Bruce Klewer advised the Board that an adjustment was in order for the general fund and the unexpended plant fund for fiscal year 1998-99 to more accurately reflect the expenditures that were actually made. This adjustment would result in a favorable variance reported on the expenditure limitation report for that year. Upon motion by Ivan Sidney, seconded by Ronald Hurle, it was unanimously approved to adopt an adjustment of \$12,000,000 to the general fund and \$1,800,000 to the unexpended plant fund. (See Tab A.)

**B) Curriculum Modifications**

Dr. Judith Doerr reviewed the requested curriculum modifications as listed in Tab B. The Heritage Preservation Program was proposed as a new program which would offer an Associate of Applied Science degree or certificate of proficiency. It was mentioned that it might be the first program of its kind in the state and nation. In addition a new Internet-based United States Constitution course was requested to be added to the curriculum, as well as a recommendation of a new 3-credit hour internship for the Legal Assistant Applied Science degree. Upon motion by Ronald Hurle, seconded by Ivan Sidney, the requested curriculum modifications were unanimously approved.

**C) Consent to Joint Representation by Navajo County Attorney's Office**

Dr. Judith Doerr presented a "Consent to Initial Joint Representation," which would allow the Navajo County Attorney's Office to represent both the College and the high school districts for intergovernmental agreements. Upon motion by Ronald Hurle, seconded by Ivan Sidney, the Board unanimously approved the consent.

**NAVAJO COUNTY COMMUNITY COLLEGE  
DISTRICT GOVERNING BOARD  
Minutes of Regular Meeting  
by Teleconference**

Tuesday, December 14, 1999 - 9 a.m.

Location: District Office, 103 First Avenue at Hopi Drive  
Holbrook, Arizona

MEMBERS PRESENT: Bill Jeffers, Chairman  
(via Telephone) Ronald Hurle, Secretary  
(via Telephone) Neal Thompson

MEMBERS ABSENT: Daniel Peaches  
Ivan Sidney

OTHERS PRESENT: President Gary L. Passer  
Anne Abbey, Recording Secretary  
Bruce Klewer  
(via Telephone) Rand Henderson  
(via Telephone) Rick Friedlander, Attorney  
(via Telephone) Jim Higgert

The teleconference began at 9 a.m. on Tuesday, December 14, 1999. Chairman Bill Jeffers took roll call and noted all of the attendees listed above, with the exception of Ivan Sidney and Daniel Peaches, who were not available.

**OLD BUSINESS**

**Update by Legal Counsel regarding Painted Desert Campus Lawsuit**

Ron Hurle voted to enter into Executive Session for the purpose of consultation for legal advice with attorneys in order to consider its position and instruct its attorneys regarding the public body's position in pending litigation [A.R.S. Section 38-431.03.A(3) and (4)]. Motion was seconded by Neal Thompson and unanimously approved.

The Board reconvened back into regular session at 10:20 a.m.

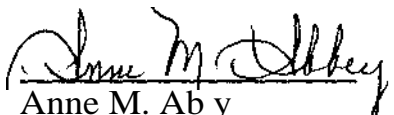
**ANNOUNCEMENT OF NEXT MEETING**

The next Board meeting and study session will be held on Tuesday, January 11, followed by a short groundbreaking at the White Mountain Campus. Exact times will be determined later.

**ADJOURNMENT**

Upon motion by Ronald Hurle, seconded by Neal Thompson, the vote was unanimous to adjourn the meeting at 10:30 a.m.

Respectfully submitted,



Anne M. Abbey  
Recording Secretary  
to the Board



Bill Jeffers, Chairman



Ronald Gaiurle, Secretary

NAVAJO COUNTY COMMUNITY COLLEGE  
DISTRICT GOVERNING BOARD  
Minutes of Regular Meeting  
by Teleconference

Thursday, December 23, 1999 - 9 a.m.

Location: District Office, 103 First Avenue at Hopi Drive  
Holbrook, Arizona

MEMBERS PRESENT:

(via Telephone)	Mr. Bill Jeffers, Chairman
(via Telephone)	Mr. Neal Thompson
(via Telephone)	Mr. Ivan Sidney

MEMBER ABSENT:

Mr. Daniel Peaches

OTHERS PRESENT:

(via Telephone)	Anne Abbey, Recording Secretary
(via Telephone)	President Gary L. Passer
(via Telephone)	Bruce Klewer
(via Telephone)	Rand Henderson, Deputy County Attorney

The teleconference began at 9:05 a.m. on Thursday, December 23, 1999. Chairman Bill Jeffers took roll call and noted all of the attendees listed above, with the exception of Daniel Peaches, who was not available.

NEW BUSINESS

Gift of Property Donation from Horman Family Trust

Rand Henderson led the discussion regarding the subject donation of 1100 acres of property north of Holbrook from the Horman Family Trust to the college. Factors he had researched and explained included the donation of the property by quit claim deed versus warranty deed, the title report, ingress/egress issues, the Phase I environmental report, and the appraisal of \$189,000 from White Mountain Appraisals. The property had been previously subdivided into 40 acre parcels and there are some dedicated streets. However, Rand noted that the property would be tax exempt to the college.

Upon discussion by the Board members, Neal Thompson moved to accept the property from the Horman Family Trust by quit claim deed. Said motion was seconded by Ivan Sidney and unanimously carried.

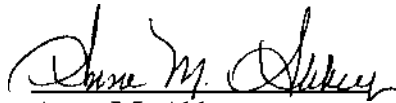
**ANNOUNCEMENT OF NEXT MEETING**

The next Board meeting and study session will be held on Tuesday, January 11, followed by a short groundbreaking at the White Mountain Campus and the Board holiday dinner at the Rustic Gourmet in Show Low. Exact times will be determined later.

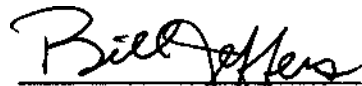
**ADJOURNMENT**

Upon motion by Ivan Sidney, seconded by Neal Thompson, the vote was unanimous to adjourn the meeting at 10:42 a.m.

Respectfully submitted,

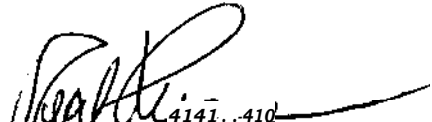


Anne M. Abbey  
Recording Secretary to the Board



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Bill Jeffers, Chairman



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Neal Thompson /, Acting Secretary