

Navajo County Community College District Governing Board Meeting Minutes

March 17, 2009 – 11:30 a.m.
2251 Navajo Boulevard, Holbrook, Arizona, 86025

Governing Board Member Present: Bill Jeffers, Ginny Handorf, E.L. Parsons, Daniel Peaches, and A.T. Siquah.

Staff Present: President, Dr. Jeanne Swarthout; Vice President, Blaine Hatch; Vice President, Mark Vest; Director of Information Services, John Velat; Recording Secretary to the Board, Russell Dickerson.

Others Present: Everett Robinson, Mira White, Ann Hess, MiAnna Tyler, Kathy McPherson, Peggy Belknap, Don Richie, Patrick Canary, Beulah Bob-Pennypacker, Jake Hinton, Maderia Ellison, Karalea Kowren, Lori Ball, Suzanne Trezise, Claude Endfield, Eric Bishop, Donna Ashcraft, Bill Beck, Gary Polacca, Doreen Polacca, Kate Dobler-Allen, Sandra K. Johnson, Susan Olsen and Rene Chase Begay.

Agenda Item 1: Call to Order and Pledge of Allegiance

Chairman Jeffers called the meeting to order at 11:05 a.m. E.L. Parsons led the Pledge of Allegiance.

Agenda Item 2: Adoption of Agenda

Mr. Peaches moved to adopt the agenda as presented. Mr. Parsons 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 Position – Vice President Hatch

Vice President Hatch reported that, as of the end of January 2009, 58% of the budget year has expired. Mr. Hatch reported that the primary property tax levy is at 62% through the end of January, 2009 and is on target. The college has received the third quarter installment of State aid and Mr. Hatch projected that total operating State aid will reach 96% of budgeted amounts. Mr. Hatch added that all other financial items are on target with the exception of investment earnings which are currently only at 46% of budgeted amounts. Mr. Hatch explained that regular transfers are made from the general fund to the unrestricted plant fund for capital projects, equipment and library expenses. Currently, unrestricted plant fund revenues lag behind expenditures but are expected to balance by year end. Reporting on retirement of indebtedness, Mr. Hatch notified Board members that the college will make its final payments on the general obligation bond and the certificate of participation and that revenue is on target, with remaining expenditures to occur in June. Restricted fund revenues are behind expenditures but are expected to balance by year end. Mr. Hatch notified Board members that revenues lead expenditures in the auxiliary fund as the bookstore has continued to receive textbook payments. Mr. Hatch added that a fairly large textbook order will be placed by the end of the fiscal year. Mr. Hatch concluded his remarks by reporting that the agency fund is on target.

4.B – CASO – Suzanne Trezise

Ms. Trezise, CASO President, reported that CASO met on Friday, March 13, 2009 following the All-College Forum. Ms. Trezise thanked Dr. Swarthout for taking time to meet with CASO members to answer questions and accept feedback on announced changes within the college. Ms. Trezise reported that Stephanie Holliday,



Whiteriver Center Manager will be leaving the college. Ms. Holliday, a member of the Thank You Committee, will be replaced by Hallie Lucas and Sandy Manor. CASO has developed a job mentoring template form that, once finalized, will be distributed to CASO members to complete. Ms. Trezise will cross reference the job mentoring information by location and the results will be posted to the Human Resources MyNPC page for any college employee to access. Ms. Trezise reported that CASO members are moving ahead with plans for a non-foods drive that will be held at the April 24, 2009 NPC Spring Picnic. CASO members will also work with the Sustainability Committee to develop a plan for recycling at the picnic. In an effort to reduce spending, CASO members will have only one retreat in the fall. Ms. Trezise reported that Dr. Swarthout has given CASO permission to hold a silent auction at the fall NPC Convocation. The proceeds from the auction will fund student scholarships.

4.C – NPC Faculty Association – Dr. Michael Lawson

Dr. Lawson, NPC Faculty Association President, reported that Dr. Swarthout requested meeting time with the faculty on February 20 and March 13, 2009, utilizing the college's distance learning system. Faculty members are scheduled to meet with Dr. Swarthout Friday, March 20, 2009. Dr. Lawson reported that the meetings have been well attended by faculty and that work on various college committees progresses. The Faculty Association meets regularly on the first Friday of the month. Responding to a Board question, Dr. Lawson explained that, as of last year, the Faculty Association also represents adjunct faculty members, who are notified of Association meetings. Dr. Lawson reported that the Faculty Association eagerly anticipates the assignment of Google email addresses to adjunct faculty members which will facilitate efficient notification of upcoming meetings using email distribution lists.

4.D – NPC Student Government Association – Jake Hinton

Mr. Hinton reported that SGA members are preparing for the March 20th Talent Show that will be held at the Performing Arts Center on the Silver Creek Campus at 7:00 p.m. Mr. Hinton reported that all of the participant slots have been filled by performers of varying age that include students and non-students. Local radio stations will announce the event and SGA members will talk with radio show personalities to highlight the Talent Show. SGA members are excited about the show and Mr. Hinton extended an invitation to Board members, staff, and the audience, to attend.

4.E. – NPC Foundation – Lance Chugg

Mr. Chugg, Executive Director of the NPC Foundation, announced that the 13th annual Foundation auction, Arts and Artifacts, will be held May 2, 2009 at the Performing Arts Center on the Silver Creek Campus. The event will also include A Taste of the White Mountains which will feature appetizers, entrees and desserts from the best restaurants and caters in the county. Mr. Chugg reported that this year, the auction items will focus more on arts and crafts, particularly of the area Native Americans and Pioneer settlers. Auction items will also include unique experiences which should really help raise funds for student scholarships. Mr. Chugg reported that citrus sales have been completed for the year and raised over \$1,000 for scholarships. Mr. Chugg reported that the Foundation mission statement is being reexamined to determine how the Foundation may rejuvenate its relationship with the college by becoming a more effective and stronger partner of the college. To that end, the Foundation Board members would like to arrange a joint conference with District Governing Board members to explore ways in which the two bodies can work together to address joint concerns for education. Mr. Chugg concluded his report by inviting the Board, staff, and audience members to assist the Foundation by attending the auction, offering a unique experience to be auctioned, or by making a donation to the Foundation.

4.F. – Apache County – Karalea Kowren and Bill Beck

Ms. Kowren, NPC Apache County Coordinator, introduced Bill Beck, Plant Manager for SRP's Coronado Generating Station and member of the Apache County Higher Education Committee, to the Board. Mr. Beck thanked NPC for participating in vocational training that has created opportunities for local residents to be



employed and stay in the area. Mr. Beck reported that the most skilled power plant employees will retire in the next five to ten years creating vacancies that must be filled by trained workers. Mr. Beck explained that employees receive continual training, which mirrors training provided by NPC, which allows for the development of skill sets that allow workers to progress upward through the ranks. Mr. Beck updated Board members on construction of a new unit and expressed the hope that apprenticeship programs, in the community college setting, would be possible. Ms. Kowren reminded the Board that the intergovernmental agreement between NPC and Apache County will expire in June of 2009. A dialog has begun between the two entities and will examine how decreased NPC funding will impact the financial relationship. Ms. Kowren stated that Apache County Higher Education is confident that current levels of funding can be maintained by continued growth in primary property tax assessment that is largely due to power plant construction.

Agenda Item 5: Consent Agenda

Mr. Siquah moved to approve the consent agenda. Mr. Peaches seconded the motion. *The vote was unanimous in the affirmative.*

Consent Agenda (Action):

- A. March 17, 2009 Study Session Minutes
- B. March 17, 2009 Regular Board Minutes

Agenda Item 6: Old Business

6.A. – Consideration of Facility Closure – President Swarhout

Dr. Swarhout reported to the Board that options, as discussed at the February District Governing Board meeting, were explored by staff and that based upon the costs associated, staff still recommends closure of the Heber center. Ms. Handorf, citing a fiduciary responsibility of the Board to spend funds wisely, moved to approve the closure of the Heber center at the end of the 2008-2009 academic year. Mr. Peaches seconded the motion.

Responding to Board questions, Vice President Vest reported that he had examined enrollment data for Audio and Video classes, which are primarily the classes that run at the center. Mr. Vest reported that Heber center enrollment has averaged approximately 23 students, per semester, for the last three years. Mr. Vest added that students affected by the proposed Heber center closure would be able to take courses at SCC or WMC, both of which are approximately 30 miles from Heber.

Mr. Parsons reiterated his position that Heber/Overgaard, the largest unincorporated area in the county that generates substantial tax revenues, supports the operation of NPC facilities in the Heber/Overgaard area. Mr. Parsons speculated that if asked, Heber/Overgaard residents would not support closure of the Heber center. Additionally, Mr. Parsons offered that area residents, who had not previously attended NPC, may begin to utilize college services given the current economic situation. Mr. Parsons suggested that travel of 25 to 30 miles to other campuses may prove to be a hardship, especially in the winter months, for area residents.

Ms. Handorf, speaking from personal experience, stated that she attends classes at the Silver Creek Campus in Snowflake, despite living in Pinetop/Lakeside. Ms. Handorf stated that as a commuter student, her preference would be to attend classes in her home community. But like other students, Ms. Handorf must travel depending on courses offered at a particular campus. Ms. Handorf offered that travel is necessary when living in a rural region and reiterated her position that it is the Board's responsibility to manage college funds wisely.

Following discussion, Chairman Jeffers called for a vote on the motion to close the Heber center at the end of the 2008-2009 academic year. *The motion to approve closure of the Heber center failed with one vote for closure, two against closure, and one abstention.*



6.B. – NATC Update – Vice President Hatch

Mr. Hatch reported that the NATC Board continues to meet regularly. At the last meeting, discussion centered around the decision of the Town of Taylor to, contingent on all legal ramifications, accept responsibility for, and the assets of, the NATC facility. Mr. Hatch notified Board members that legal issues regarding assets must be worked through, especially considering that the State and NPC have made significant contributions to the assets of the NATC facility.

Agenda Item 7: New Business

7.A. – Recommendation to Approve 2009-2010 Tuition and General Fees – Vice President Hatch

Mr. Hatch presented the staff recommendation to approve the 2009-2010 Tuition and General Fees schedule as presented at the February meeting and reviewed in the March 17, 2009 study session. Mr. Siquah moved to approve the 2009-2010 Tuition and General Fees schedule as presented. Mr. Parsons seconded the motion. *The vote was unanimous in the affirmative.*

7.B. – Recommendation to Approve 2009-2010 Course Fees – Vice President Hatch

Mr. Hatch presented the staff recommendation to approve the 2009-2010 Course Fees as presented at the February meeting and reviewed in the March 17, 2009 study session. Mr. Parsons moved to approve the 2009-2010 Course Fees as presented. Ms. Handorf seconded the motion. *The vote was unanimous in the affirmative.*

Agenda Item 8: Standing Business

8.A. – Strategic Planning and Accreditation Steering Committee Report – Donna Ashcraft and Eric Bishop
Eric Bishop, SPASC Co-Chair, reported that the criterion teams have completed their reports and presented recommendations to the SPASC main group in December 2008. This semester, Donna Ashcraft, SPASC Co-Chair, has been working to draft the first seven chapters of the self study. The chapters have been distributed to SPASC members for review and comment. The chapters will go out to the college community and Board members in the next few weeks. Mr. Bishop reported that at the March 6th SPASC meeting, members went through the strategic plan and examined each goal and updated their status. NPC has been made aware of the identities of the Higher Learning Commission accreditation team members that will visit the college in October. Mr. Bishop reported that all team members are from rural colleges and that NPC has indicated to the HLC that there is no conflict of interest with team member makeup.

8.B. – Consider Courses Curricula – Vice President Vest

8.B.1. – Emergency Medical Technician

Mr. Vest presented the staff recommendation to approve changes to the Paramedicine (formerly Emergency Medical Technician) program. Mr. Vest explained that the changes are necessary to bring the program into alignment with new certification requirements of the Arizona Department of Health. Mr. Peaches moved to approve changes to the Paramedicine program. Ms. Handorf seconded the motion. *The vote was unanimous in the affirmative.*

8.B.2. – Automotive Technology

Mr. Vest presented the staff recommendation to approve changes to the Automotive Technology program. Mr. Vest explained that the changes are necessary to bring the program into alignment with NATF and ASE certification requirements. Expansion of the Automotive Technology program will also make more degree and certificate options available to community members that participate in the program. Mr. Peaches moved to approve changes to the Automotive Technology program. Ms. Handorf seconded the motion. *The vote was unanimous in the affirmative.*



8.C. – Personnel Update – Peggy Belknap

Ms. Belknap, Director of Human Resources, reported that as of March 17, 2009, an offer has been made, and accepted, for faculty in Chemistry, by Donna Wilkes. Ms. Wilkes has both a B.S. and M.S. in Chemistry. Ms. Belknap reported that the Carl Perkins Grant Manager position closed February 27, 2009 and a total of seven applicants will be considered. Ms. Belknap reported that the Institutional Research Analyst position closed March 13, 2009 and that eight applicants will be considered.

8.D. – Commencement Announcement – Hallie Lucas

Ms. Lucas, Commencement Coordinator, invited Board members to attend the 2009 NPC Commencement Ceremony that will take place Saturday, May 16th at the Show Low School District Auditorium and will last approximately one hour. A reception for graduates will follow the ceremony. Dr. Swarthout added that there will also be a post graduation barbeque at the President's house and invited Board members to attend.

Agenda Item 9: President's Report – President Swarthout

Dr. Swarthout reported that:

- The All-NPC picnic will take place Friday, April 24, 2009 at the town park in Snowflake. The college will close at 12:00 p.m. Board members were invited to attend.
- The Small Business Development Center awards will be given on March 25, 2009 in Phoenix. Dr. Swarthout will attend.
- The NPC Early Childhood Development Fair will take place April 4, 2009 at the Silver Creek Campus.
- Work continues on the President's Climate Commitment and reports have been submitted on time. Progress has been spearheaded by Ernie Cunningham, Trudy Bender and Kenny Keith.
- Dr. Swarthout, as well as Vice Presidents Hatch and Vest will return from the HLC Annual Conference in Chicago, Illinois, on April 21, 2009. Dr. Swarthout requested that the April District Governing Board meeting be moved to Wednesday, April 22, 2009.

Agenda Item 10: Board Report/Summary of Current Events

Ms. Handorf reported that a Big Band and Barbershop night will be held at the Performing Arts Center on the Silver Creek Campus on Saturday, March 14th. Chairman Jeffers reported that Johnny Estelle, a former NPC basketball player, is coaching a team in Texas that has won the division championship and is set to play in Hutchinson, Kansas for the Championship.

Agenda Item 11: Announcement of Next Regular Meeting: Wednesday, April 22, 2009, at 11:00 a.m.

Agenda Item 13: Adjournment

The meeting was adjourned at 12:25 p.m. upon a motion by Mr. Peaches, a second by Mr. Parsons, and a unanimous affirmative vote.



Respectfully submitted,

s/Russell Dickerson
Recording Secretary to the Board

s/Bill Jeffers
Chairman

s/Ginny Handorf
Secretary to the Board

APPROVED

