

# Navajo County Community College District Governing Board Meeting Minutes

March 19, 2013 – 10:00 a.m.

Painted Desert Campus, Tiponi Community Center  
2251 East Navajo Boulevard, Holbrook, Arizona

---

**Governing Board Member Present:** Mr. Frank Lucero, Ms. Ginny Handorf, Mr. James Matteson, Mr. Prescott Winslow, Mr. Daniel Peaches

**Staff Present:** President Jeanne Swarhout; Vice President Blaine Hatch; Vice President Mark Vest; Information Services Director Eric Bishop; Institutional Effectiveness Director Dr. Leslie Wasson; Recording Secretary to the Board Lisa Jayne.

**Others Present:** Everett Robinson, Ann Hess, Margaret White, Janet Hunter, Colleen Readell, Maderia Ellison, Julie Wiessner, Melissa Luatua, Jake Hinton, Peg Erdman, Kenny Keith, Beulah Bob-Pennypacker, Peggy Belknap, Dave Roberts

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

Chair Handorf called the meeting to order at 10:01 a.m. Mr. Lucero led the Pledge of Allegiance.

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

Mr. Lucero moved to adopt the agenda as presented. Mr. Matteson seconded the motion. *The vote was unanimous in the affirmative.*

## **Agenda Item 3: Call for Public Comment**

None

## **Agenda Item 4: Reports**

### **4.A. Financial Position – Vice President Hatch**

Vice President Hatch summarized the Financial Position Report to the Board. Mr. Matteson asked if the closure of the Catalyst Paper Mill would have a big of an impact on the College as it has Navajo County. Vice President Hatch referred to the letter from the County Assessor's Office regarding valuation changes. As of February 10, when valuations were done for upcoming year, everything was in place with the exception of the commercial business personal property. The Catalyst Paper mill Closure will affect those valuations, particularly personal property. The closure could affect the valuations for 2013 but the impact is unknown at this time. In total, the change impacts assessed valuation overall in the County, but valuations will probably be going down compared to where they had been. Again, the impact is on the rate. The College has the ability to assess the same levy amount so as assessed valuation drops that then affects the rate and the rate goes up, but the College's total receipts do not change. Mr. Winslow asked Vice President Hatch for examples of grants and contracts. Vice President Hatch stated the major expenditure out of Grants and Contracts in the Restricted Fund is for Pell Grants



for students. The College works as a flow-through for those funds and transmit the funds to the students. Although that is the major activity in that fund, there are a number of grants that operate from Allied Health, SBDC funds, and some other smaller grants.

#### **4.B. NPC CASO – Margaret White**

Margaret White addressed the board and stated CASO is excited about upcoming College Retreat on March 22. A newsletter from CASO, called The CASO Outlook, had its first publication; Margaret White handed a copy to each of the board members. She also stated that fundraising by CASO is still ongoing with the sale of candy bars. She gave each of the Board members a See's milk chocolate bar.

#### **4.C. Faculty Association – Kenny Keith**

Kenny Keith, President of the Faculty Association, addressed the Board and stated that the role of the Faculty Association and Senate is to represent the Faculty, select representatives to serve on the numerous councils and committees, and to facilitate communication and active involvement among faculty in the shared governance process. The Faculty Senate is made up of a president, president-elect, secretary, treasurer, and senators from the various campuses and centers. All serve for one year and are selected through a voting process. Faculty Members serve on SPASC (Strategic Planning and Accreditation Steering Committee), Instructional Council, College Council, and other subcommittees that report to Instructional Council on a monthly basis regarding their given charge. There are eight faculty voting members on Instructional Council, and there is a Catalog Review Committee, Dual Enrollment Committee, Student Knowledge Committee, Learning Technology Committee, Placement Committee, NAVIT committee, and Professional Development Committee. There are currently 72 faculty and approximately 94 adjunct faculty. It takes quite a bit of time and effort to serve on these committees. The programs and curriculum that comes before the Board has been thoroughly and rigorously reviewed by Instructional Council

#### **4.D. NPC Student Government Association – Melissa Luatua**

Tammy Pete, Vice President for the Student Government Association, addressed the Board and stated that The Outdoor Club went rock climbing on March 9 in Scottsdale. Also, SGA's 5<sup>th</sup> Annual Talent Show was held at SCC on March 15. There were 24 acts and a full house. In the first weekend in April SGA will be taking students to BYU Utah for a tour. There will also be a trip to all three state universities mid-April. Melissa Luatua stated there were 22 students going to BYU trip. Chair Handorf clarified that the university trips were for all NPC students with plans to transfer. Melissa Luatua confirmed this.

#### **4.E. NPC Foundation- Lance Chugg**

Lance Chugg, Foundation Director, addressed the board and stated that in January there was a flood at the Foundation's building in Holbrook on Hopi that insurance is covering repairs for and that applications are still being reviewed for scholarships.

#### **Agenda Item 5: Consent Agenda**

- A. February 19, 2013, regular meeting minutes.
- B. Dual Enrollment Intergovernmental Agreement with Pinon U.S.D. #4



Mr. Lucero moved to accept the consent agenda. Mr. Matteson seconded the motion. *The vote was unanimous in the affirmative.*

#### **Agenda Item 6: Old Business**

None

#### **Agenda Item 7: New Business**

##### ***7.A. 2013-2014 Budget Introductory Analysis***

Vice President Hatch reviewed the presented Budget Introductory Analysis with the Board. Mr. Lucero asked about tuition accounting. Vice President Hatch stated that from a budget perspective and from a financial report perspective when cash came in for tuition it was always recognized at the time it came in. However, oftentimes, towards the end of the year, that payment was for the following year's tuition, and so the timing of the tuition payments has been adjusted in the financial statements and in the budget so that it shows up in the year in which the payment was intended. Over half a million comes in each year pre-paid for the following year's tuition. Mr. Matteson clarified that it would be a one-time adjustment and Vice President Hatch stated that was the case. Mr. Lucero asked if Vice President Hatch had any idea how much the property tax adjustment was going to be. Vice President Hatch stated that the overall impact to the College has historically received \$85,000 in property taxes from Catalyst Paper mill. Again, the impact gets shifted to all other property tax holders to collect that \$85,000 from other property tax holders, and this would be the trend as long as valuations are in decline. Mr. Winslow asked if TNT required legal notice could include statement about equalization funding. Vice President Hatch stated that this could be added to the press release. Mr. Matteson suggested the president should sit down with the press and make the points about the tax increase in order to argue the College's viewpoint. Chair Handorf stated that \$3 per \$100,000 assessed value would not impact many homeowners in the area and it would be beneficial to put that into perspective for the community, as well as pointing out that this increase allows for the College to keep tuition low. Mr. Winslow asked why there is no longer a secondary tax. Vice President Hatch stated that in 1990 the College took to the voters a general obligation bond to construct facilities, and this was approved. The general obligation bond has since been paid off. Mr. Winslow stated that there is a broad support for NPC throughout the County but ongoing publicity efforts need to emphasize the value NPC has for the community. Mr. Matteson asked if there was any confidence that the bill regarding STEM funding would make it through the legislature. President Swarhout stated that there's an underlying concern about needing to re-do statutory formula. Mr. Winslow stated that the fact the College is funding capital expenditures without going to the citizens for bonds shows a fiscal responsibility and should be included in the College's presentation to the public.

##### ***7.B. First Read – 2013/2014 Wages and Salary Recommendations***

Vice President Hatch stated that wages and salary are 71% of expenditures. Wage increase of 3% is recommended for 2013/2014 fiscal year. This provides a step on faculty schedule, which is a 3% increment, and overload adjunct pay rates would increase by 3%. Mr. Matteson asked if a load unit was a credit hour. Vice President Vest stated that it varies per course, a course that is straight lecture it is typically 1 to 1, and a course that has a lab component the labs are loaded at



a lower rate than lecture because the assumption that all the work for the lab is done in the lab there isn't nearly as much take home work for the faculty or for the student. Mr. Lucero asked how many employees are at the 23<sup>rd</sup> Step. Vice President Hatch stated last year no one was redlined, but now approximately five out of eighty faculty will redlined. Non-exempt staff would need to have a base adjustment. Exempt employees would get a 3% as well. Mr. Matteson stated that 3% is the rate of inflation so this raise is merely to keep up with inflation. Vice President Hatch stated cost of living increase is averaged at 1.6% to 2%. Mr. Matteson stated that despite the average, inflation appears to be more than 2%. Vice President Hatch reviewed recent year wages and salary increases stating there was a 6% increase in 2007/2008, a 5% increase in 2004/2005 and in 2008/2009, a 4% increase in 2005/2006, and a 3% increase in 2006/2007. The 3% recommendation is well within what other community college institutions are considering doing at this time. Changes in ASRS rates were discussed as well as upcoming health insurance changes. Mr. Matteson asked if insurance was provided through a Blue Cross Blue Shield contract. Vice President Hatch stated that the College has been part of Navajo County Schools Employee Benefit Trust, which is a self-funded trust, with other K-12 school districts in the county since 2001. It is a well-run trust and has good resources, and does contract with Blue Cross and Blue Shield, the third party administrator is a company called Summit out of Scottsdale.

#### ***7.C. Request to Approve Course Fees***

Vice President Hatch stated that staff recommendation is to approve presented course fees as proposed. Course fees do not generate revenue they merely cover costs and expenses of consumable supplies.

Mr. Matteson moved to approve the proposed course fees. Mr. Lucero seconded the motion. ***The vote was unanimous in the affirmative.***

#### ***7.D. Request to Approve Tuition and General Fees Schedules***

Vice President Hatch stated staff recommendation is to approve 2013/2014 Tuition and General Fees as presented. The GED fee change will not go into effect until January 2014 so was not changed at this point, at which time it will not need Board approval as the fee will be removed completely. Overall average increase is 3.1% increase. The average annual tuition rate of higher education institutions in the West is \$3,319, so NPC sits well below that amount.

Mr. Matteson moved to approve the Tuition and General Fees Schedules. Mr. Lucero seconded the motion. ***The vote was unanimous in the affirmative.***

At 12:00 p.m. Chair Handorf called for a break for the Board to get updated photos taken. The meeting was resumed at 12:25 p.m.

#### ***7.E. Request to Approve Lease Agreement with Kayenta Township***

Vice President Hatch stated staff recommends approval of the new lease agreement with Kayenta Township authorizing President Swarthout to sign the agreement. The lease is a 5 year period with an option to extend for another 2 years. The lease rate will remain the same throughout at \$.75 per square foot. Anticipate being in new building for start of fall semester this year. Mr. Matteson asked if the new location is an improvement over existing facilities. Vice President



Hatch stated it definitely was. Mr. Matteson asked if tenant improvements will be needed, and Vice President Hatch stated that a build-out for lines from Frontier, in which the Township will be participating, will be needed. Mr. Winslow asked if Kayenta Township is a political subdivision of the Navajo Nation. Mr. Peaches stated it was and is the only Township in the country.

Mr. Peaches moved to approve the lease agreement with Kayenta Township. Mr. Matteson seconded the motion. *The vote was unanimous in the affirmative.*

#### **7.F. Request to Approve Computer Equipment Replacement**

Director Eric Bishop stated that staff recommends the purchase of 180 HP Desktop Computers from World Wide Technologies in the amount of \$71,940, which is inclusive of all freight and sales tax. This purchase is part of a four year replacement cycle. Three competitive quotes were received for this purchase, with WWT being low bid, with sales tax cost will be \$719 per computer, compared to \$1,462 on the open market. Mr. Winslow asked if replacements are done on a staggered basis throughout campuses and centers. Eric Bishop stated that computers are replaced in a four year rolling cycle, three years heavier than the last, this being a lighter year.

Mr. Matteson moved to approve the purchase of the proposed replacement computer equipment. Mr. Lucero seconded the motion. *The vote was unanimous in the affirmative.*

#### **7.G. Request to Approve Changes to Curriculum – BUS & AIS**

Vice President Vest stated that consolidating BUS and AIS programs the College will move from 11 different Associate of Applied Science degrees to 7 and by eliminating the AIS prefix and moving everything to BUS it will simplify choices for students and eliminate low enrollment classes.

Mr. Lucero made a motion to approve 7.G. and 7.H. simultaneously. Mr. Matteson seconded the motion. *The vote was unanimous in the affirmative.*

#### **7.H. Request to Approve Deletion of Program - AIS**

See 7.G.

#### **7.I. Request to Approve Changes to Curriculum – AA, AS, ABUS, AAEE, AAS and AGS**

Vice President Vest stated the Arizona General Education Curriculum (AGEC) is a core of 35-37 credits that is aimed at university transfer and is a key component for students planning to transfer to one of the three state universities. Staff is recommending the Board approve two new courses to be added to the AGEC; World Music and Native American Art to be added to the humanities aspect of the AGEC. Mr. Matteson asked what World Music is in contrast to other music classes. Vice President Vest stated that World Music is a freshman level exploration of musical patterns and how they relate to cultures around the world, versus genres of music.

Mr. Lucero moved to approve adding the two new proposed courses to the AGEC that would change AA, AS, ABUS, AAEE, AAS and AGS curriculum. Mr. Winslow seconded the motion. *The vote was unanimous in the affirmative.*



Navajo Community College District Governing Board Meeting – 3/19/13 – Page 5 of 7

# Northland Pioneer College

Post Office Box 610 • Hollbrook, AZ 86025 • (928) 524-7311 • Fax (928) 524-7312 • www.npc.edu

### **7.J. Request to Approve Curriculum – New MET Program**

Vice President Vest stated this curriculum changes pertains to the mechatronics program that is related to the Sun Corridor Energy Grant. This was developed as a separate program from the power plant operations program because of the size of the core for the program. Mr. Winslow asked if anyone from pot ash mining companies had any input in to the curriculum. Kenny Keith stated that there were meetings with Pat Avery and had his input into what was needed in the program. Chair Handorf asked how the program differed from power plant operations. Kenny Keith stated that it differs largely in the area of hands on training.

Mr. Matteson moved to approve the proposed MET program. Mr. Peaches seconded the motion. *The vote was unanimous in the affirmative.*

### **7.K. Request to Approve Changes to Curriculum - NUR**

Vice President Vest stated that this change in curriculum is a new pathway to getting a nursing degree, an EMT to RN program. Vice President Vest stated there would be no need for additional staffing. Mr. Matteson asked how the EMT skill level would be verified. Vice President Vest stated they have to be state certified and will start with a bridge course.

Mr. Winslow moved to approve changes to the Nursing Curriculum. Mr. Matteson seconded the motion. *The vote was unanimous in the affirmative.*

## **Agenda Item 8: Standing Business**

### **8.A. Strategic Planning and Accreditation Steering Committee (SPASC) Report – Director Leslie Wasson**

Director Wasson, co-chair of SPASC, stated that SPASC helps drive the strategic plan and link it to accreditation and have recently reviewed the revised requirements for Open Pathway Quality Initiative Project to make it clearer to the members what the Open Pathway will require from the College in the way of quality initiative projects. Suggested projects were reviewed for feasibility and the list was narrowed down to about six possibilities. These projects will be sent out as a survey to the entire community and have everyone vote on their top three choices and the top supported projects will be presented to the Board. The Portfolio Group, a subcommittee that reports to SPASC, is identifying which existing reports fit the criteria the College will be asked to provide as assurance of the excellence of our processes and will take a few weeks to bring back recommendations, but anticipate having three or four good candidates for exhibits for each criterion so we can relay the best possible NPC.

### **8.B. Human Resources Update – Blaine Hatch**

Vice President Hatch reviewed the Human Resource Update with the Board.

### **8.C. President's Report – President Swarthout**

President Swarthout asked Colleen Readell to address the Board and offer a formal invitation to commencement. Commencement is May 18, Saturday, and would like Board members to arrive by 12:30 at Show Low USD Auditorium. Check-in will be at the Faculty/Administrator/ Board check-in room to line up. Let Lisa Jayne know how many guests you will be bringing by April



16. Following the graduation ceremony there will be a reception on campus at Show Low High School. President Swarouth stated she and Vice President Vest did attend the SBDC awards luncheon yesterday. The Hub was the award winner from NPC. Spring Break will be next week. She reminded the Board about the Board retreat on Thursday, March 21, at Silvercreek Campus at 9:30 a.m., and College retreat will be on Friday, March 22.

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

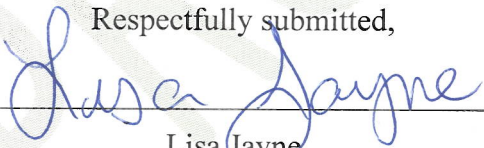
Mr. Matteson stated he attended the Construction Program kickoff at Snowflake and was seriously impressed. He did not think initially it would be much but was the number of people that showed and the quality of program was excellent. Mr. Winslow offered to any interested board member to borrow a copy of a February 1976 study committee report to recommend if the NPC Board should proceed with a \$6.5 million bond levy proposal to the tax payers to build the four campuses. Chair Handorf stated AADGB conference will most likely be held the last Friday of September. Also, ACCCC is looking for a coordinating director.

**Agenda Item 12: Announcement of Next Regular Meeting:** April 16, 2013.

**Agenda Item 13: Adjournment**

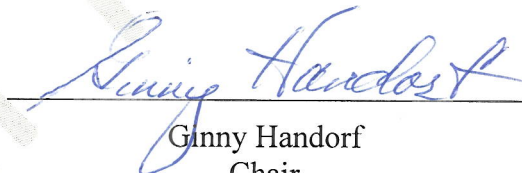
*The meeting was adjourned at 1:14 p.m. upon a motion by Mr. Matteson, a second by Mr. Lucero, and a unanimous affirmative vote.*

Respectfully submitted,

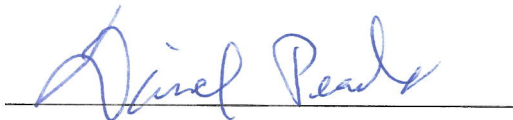


Lisa Jayne

Recording Secretary to the Board



Ginny Handorf  
Chair



Daniel Peaches  
Board Secretary

