

# Navajo County Community College District Governing Board Meeting Minutes

May 21, 2013 – 10:00 a.m.  
Painted Desert Campus, Tiponi Community Center  
2251 East Navajo Boulevard, Holbrook, Arizona

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

**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, Margaret White, Bryan Baker, Kenny Keith, Sharon Hokanson, Melissa Luatua, Maderia Ellison, Ann Hess, Pat Paxton, Peggy Belknap, Tamara Martin, Matt Weber, Beulah Bob-Pennypacker, Dave Roberts.

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

Chair Handorf called the meeting to order at 10:32 a.m. Mr. Peaches led the Pledge of Allegiance.

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

Mr. Matteson moved to adopt the agenda as presented. Mr. Lucero 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. Lucero asked why the money transferred was more than needed and not just to offset what was spent. Vice President Hatch stated that particularly in the restricted fund there are certain expenditures the College is required to match because of grant requirements, and so often the College is matching funds or matching activities required for the grants, and much of it is reimbursed after the fact. Mr. Lucero asked if when the funds come in to reimburse the College for expenditures it goes back into the reserves. Vice President Hatch stated that was the case.

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

CASO Vice President, Margaret White, addressed the Board and stated that CASO for 2012-2013 doubled their student scholarships from two \$500 scholarships to two \$1,000 scholarships. CASO held a successful non-food drive in which three local charities benefited. CASO receives money from the College to be used for professional development, and CASO has decided to give



CASO members scholarships for books when they take courses as well as to use it for CASO Retreats. CASO is planning a retreat in the fall. In the upcoming year, CASO will continue to work on the annual salary proposal. Margaret White provided a copy of CASO Professional Development Awards to the Board. She also reported that CASO collected \$1,000 in non-perishable items at the NPC Picnic which were sent to three different charities. Margaret White gave each Board member the new candy bars CASO is selling for fundraising sating they are sold at campus offices and some campus libraries. Susan Olsen and Margaret White have left College Council. The Student Emergency Fund was started as a bequeath from an individual and CASO was asked if they'd like to keep that fund funded. At fall convocation on August 16, CASO is looking for items for a silent Auction to raise \$1,005 for this fund.

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

Kenny Keith, President of the Faculty Association, addressed the Board and stated that grades are in and commencement is over and faculty has seen the kids off. Kenny will be stepping down as president but will be assuming a treasurer role, and will focus on student scholarships in that position. Mr. Keith stated that the work done this year was fruitful, and he has learned a lot this year. Cynthia Hutton and Gary Mack, as co-presidents, will lead the Faculty Association next year, Tracy Chase is staying on as secretary. Mr. Keith thanked the Board for their support of the College.

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

Melissa Luatua addressed the Board and stated the SGA Arizona road trip April 18-20 went well, and had a great turn out. This year there were three graduates from SGA; Anthony Meza, Larisa Lunt, and Jackie Stinnett. June 14 at Show Low High School there will be a Relay for Life that SGA will be participating in. Late July or early August, SGA will have potluck welcoming to new students, and will discuss future events and do team building activities. Outdoor Club had a lot of student involvement. SGA membership was at 20 this year, 3 graduated. Melissa Luatua thanked the Board for their support. Vice President Vest stated student activities in rural community college don't have a lot of participation but there has been a lot of progress made over the last couple of years, and Melissa Luatua deserves a lot of credit for that. The initial poll from ASSIST, which is the state-wide data system, and even in an era of declining resources and FTSE there was almost a 20% increase in students transferring to the three state universities. This is the same time period in which the road trips began.

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

None.

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

- A. April 16, 2013 regular meeting minutes.

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

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

None





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

### ***7.A. Review of Procedure 2760 – Employee Grievance***

President Swarthout stated that item 7.A. was for information purposes only and let the Board know that a review of Procedure 2760 was done in conjunction with the college attorney. The previous procedure was long, complex, and convoluted and simplification was the goal of the revision. The revisions to the procedure went out to the entire College. It did receive a few comments from staff, primarily regarding timelines. President Swarthout also stated that the student grievance procedure is also being re-written and will be brought to the Board for information purposes, as well. Mr. Matteson asked if there was a similar procedure for student code of conduct. Vice President Vest stated there was, it includes due process for all employees. Mr. Matteson asked about a review process for student discipline. Vice President Vest stated that the student code of conduct lists offenses and two tracks for discipline, one of which is a hearing made up of faculty, staff, and administrators.

### ***7.B. Review of Procedure 2045 – Presidential Evaluation***

President Swarthout stated that the presidential evaluation will need to be conducted at the next DGB meeting, according to Procedure 2045. President Swarthout stated she would be sending her goals and self-evaluation to the Board via email.

### ***7.C. Request to Approve Landscaping Contract for WMC***

Vice President Hatch reviewed the proposed landscaping contract with *It's Magic Landscape and Design* for \$125,714.07 for White Mountain Campus. Mr. Matteson asked if the contract requires the contractor to replace any dead plants and other post-project problems. Vice President Hatch stated it did. Mr. Lucero asked if there was a bond required. Vice President Hatch stated there was and final payment of 10% of the total is held until completion.

Mr. Mattson moved to approve the landscaping contract with *It's Magic Landscape and Design* for White Mountain Campus. Mr. Lucero seconded the motion. ***The vote was unanimous in the affirmative. Chair Handorf recused herself.***

### ***7.D. Request to Approve Purchase – PDC Skills Center Furniture***

Vice President Hatch stated that this purchase is the furnishings for the new skills center. The Arizona Furnishings, the proposed vendor, is an Arizona state contract provider and has provided contract purchase pricing and has reviewed the pricing with a number of Arizona contract providers and feel comfortable that it is good pricing. Price is just under \$50,000 but with transaction privilege tax it does go over the \$50,000 limit. Staff recommends the purchase of furnishings for the Painted Desert Campus Skills Center from Arizona Furnishing for \$54,135.62. Mr. Lucero asked if it was being paid for in one lump sum. Vice President Hatch stated it was payment upon delivery and that there is 30-days to check status of the furnishings before payment has to be made. The furnishing is also warrantied.

Mr. Lucero moved to approve the purchase of Painted Desert Campus Skills Center furniture purchase. Mr. Matteson seconded the motion. ***The vote was unanimous in the affirmative.***





**7.E. Request to Approve 2014-2015 Academic Calendar**

Vice President Vest reviewed the 2014-2015 Academic Calendar with the Board. He stated that several institutions associated with the College wait to receive the college's calendar in order to plan their own. It is the intent of the college to stay one year ahead in academic planning. 2014-2015 calendar mirrors the 2013-2014 Academic Calendar.

Mr. Lucero moved to approve the 2014-2015 Academic Calendar. Mr. Peaches seconded the motion. *The vote was unanimous in the affirmative.*

**7.F. Request to Approve Third Party Data/Network Service for Hopi Center**

Director Bishop provided an overview of the Title III Grant, Project Eagle. In 2010 the College applied for a Title III Grant under the Native American Serving Non-tribal Institution portion of Title III. The College received just over \$2 million for a 5-year-project to expand the reach and availability of distance education through a model classroom, which can be described as a web based distance educational system rather than a traditional hardware based video system. It was also for implementing a virtual desktop (VDI) and applications that run through the data center rather than on individual user computers to help students have resources that they would have on campus anywhere in the world with internet access. In order to make sure that those services are available and reliable, staff set up a second point of presence to the internet and also a second connection to the internet through a different service provider which added 50 Mbps of connectivity, giving the college a total of 100 Mbps of internet bandwidth capacity. Using two different vendors for the internet connections gives the college redundant connections to the internet, so if one provider went down there would still be connectivity through the second provider. Additionally the connectivity to Hopi and Kayenta Centers will be improved, with Kayenta having been upgraded in 2011. Staff is recommending approval of a 5-year contract with Frontier Communications in the amount of \$125,700 for a 40 Mbps point-to-point connection between Painted Desert Campus and Hopi Center.

Mr. Peaches moved to approve the Third Party Data/Network Service with Frontier Communications. Mr. Matteson seconded the motion. *The vote was unanimous in the affirmative.*

**7.G. Request to Approve Purchase of Video Classroom System**

Director Bishop stated the request is for the Board to approve the purchase of video classroom system equipment from One Vision Solutions at a price of \$309,358.84, not including taxes, in order to upgrade 12 video classrooms. Mr. Matteson asked if there is a training program for faculty to use the new equipment. Director Bishop stated that a trained Video Tech will be trained on the new system, who will then, in turn, train faculty.

Mr. Matteson moved to approve Video Classroom System purchase from One Vision Solutions for \$309,358.84. Mr. Peaches seconded the motion. *The vote was unanimous in the affirmative.*

**7.H. Request to Approve Active Directory Restructuring Project**

Director Bishop stated the request is to approve a contract with QCM Technologies to help with





active directory restructuring in the amount of \$49,130, and a software purchase for \$20,187.92 from SHI. Active Directory is Microsoft product that manages all technology and it puts everything into directories so it can be managed well. Years ago when college first implemented it was not done with a lot of planning so it has been very difficult to use well. QCM will help finish creating the new directories and will help move users and computers to the new directory service. Mr. Winslow asked if this would help address any findings addressed by the Auditor General's report about security. Director Bishop stated it would as the new directory would help implement a new password policy. Mr. Winslow asked if the positions that remain open in the IS Department would hinder implementing the project. Director Bishop stated it would not.

Mr. Peaches moved to approve the contract with QCM Technologies to help with active directory restructuring for the amount of \$49,130, and for a software purchase for \$20,187.92 from SHI. 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 stated SPASC has solicited feedback on what kind of project the College might want to do on its quality initiative that the Higher Learning Commission asks the College to undertake to improve learning within the College and involves large portions of our communities. Feedback was overwhelming support in the area of student services, so the College will be focusing on defining this project over the next year. Also, Dr. Swarthout invited college to a retreat to look at college priorities and there are three and a half pages of solicited ideas to work with from that event. This summer the data will be published and in the fall when the College returns to an active planning cycle that information will be available.

#### **8.B. Human Resources Update – Sharon Hokanson**

Director Sharon Hokanson reviewed the Human Resources Update with the Board and stated four positions had recently been filled. The first was Faculty in Philosophy; Brian Russell will be starting on August 12, 2013. Audio Video Support Tech was hired, Jared Turley has already started on May 1, 2013. Groundkeeper III was filled by Rico Baca, and started May 20, 2013. A Faculty in Maintenance and Operations offer has been made.

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

President Swarthout thanked the Board for attending pinnings and commencement. The Auditor General's office will be here this week to conduct the entry meeting for the upcoming audit cycle. The President attended Town Hall in Tucson recently, and Thursday night this week on Horizon they are interviewing several people that worked on the document on education. The Board and College will receive a copy of the document as well. The Arizona Board of Regents puts out a summary of state articles on higher education, and editorials that appear nationally, as well as articles specific to the three universities, the College has found it to be helpful. The Board expressed an interest in receiving the weekly summary from the Arizona Board of Regents.

### **Agenda Item 9: Board Report/Summary of Current Event**



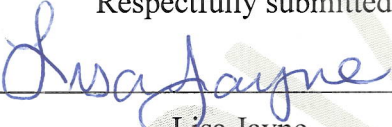
Mr. Winslow stated that he attended the GED completer's ceremony in Snowflake, the nursing pinning ceremony in Winslow, as well as the Commencement on Saturday. He wanted to thank everyone who made the events so successful. Mr. Matteson stated he thought commencement was run very well and was impressed with the students and found the Native American community inspiring. Chair Handorf stated the AADGB meeting would be Thursday, and that she has a grandson graduating and a granddaughter getting married all in the same week.

**Agenda Item 10: Announcement of Next Regular Meeting: July 18, 2013.**


**Agenda Item 11: Adjournment**

*The meeting was adjourned at 11:55a.m. upon a motion by Mr. Winslow, a second by Mr. Lucero, and a unanimous affirmative vote.*

Respectfully submitted,

  
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Lisa Jayne

Recording Secretary to the Board

  
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Ginny Handorf  
Chairman

  
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Daniel Peaches  
Board Secretary

