

Navajo County Community College District Governing Board Meeting Minutes

June 18, 2013 – 10:00 a.m.

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

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: Ann Hess, Everett Robinson, Beulah Bob-Pennypacker, Eric Henderson, Peggy Belknap, Sharon Hokanson, Tracy Holt-Mancuso, Tamara Martin, Dave Roberts.

Agenda Item 1: Call to Order and Pledge of Allegiance

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

Agenda Item 2: Adoption of Agenda

Mr. Matteson moved to adopt the agenda as presented. Mr. Peaches 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. Winslow asked about the bookstore revenues, if the small amount listed indicated anything about purchases from the bookstore. Vice President Hatch stated that the only bookstore revenues are minor amounts of t-shirts and in-house book purchases. The vast majority of textbooks are purchased through e-campus.

4.B. NPC CASO – Margaret White

None

4.C. Faculty Association– Kenny Keith

None

4.D. NPC Student Government Association – Melissa Luatua

None



4.E. NPC Foundation- Lance Chugg

None

Agenda Item 5: Consent Agenda

May 21, 2013 Regular Meeting minutes, May 21, 2013 Special Meeting minutes, May 21, 2013 Public Hearing minutes.

Mr. Matteson moved to approve the minutes. Mr. Peaches 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 2623 – Enrollment of Sex Offenders

Vice President Vest states this procedure came about to provide due process of how to enroll a registered sex offender. There have only been three cases of sex offender enrollment in the past five years. The challenge with this process lies in the nature of the offense and terms of release. The College Attorney has helped develop a process that probation officers, sex offenders and College personnel can refer to when a sex offender wishes to enroll. This procedure was vetted through the College. Mr. Lucero asked if this was dealing with registered sex offenders only, not any sex offender. Vice President Vest stated it was referring to only the sex offenders who are registered as such and are required to notify a parole officer if they are considering enrolling in courses. Vice President Vest stated that registered sex offender would have his/her registration placed on hold while a committee worked with law enforcement to identify the nature of the offense, the potential threat to the College community, and would weigh that against the individual's need to have access to education. Mr. Matteson stated the procedure was pertinent and overdue.

7.B. Review of Procedure 2605 – Student Grievance

Vice President Vest stated this is a revision of Procedure 2605 which streamlines the student grievance process. It was taken to the Student Government Association and no concerns were received from them.

7.C. Review of NATC Audit Status

Vice President Hatch stated that an audit of NATC is required by the Auditor General and will be included in the College's upcoming audit report as a separate page much like the Foundation audit. NATC has entered into an agreement with Nordstrom and Associates for a one year audit, however since this is the first audit of NATC finances, it will be more comprehensive. It should be available by end of September. There will be some areas of limited documentation and may not be an unqualified report, and will have some bearing on the College's overall audit. The Auditor General's office is clear that if the NATC audit does have an unqualified aspect it will not ultimately reflect negatively on the College. NPC support staff will assist auditors in this process.



7.D. Request to Approve I-40 Corridor IGA

Vice President Hatch stated the presidents of Mohave Community College, Coconino Community College, and Northland Pioneer College are working on a number of activities of interest to one another that are similar in nature due to location in the state, such as the annual Joint DGB Legislative meeting. The purpose of this IGA is to continue that collaboration, to try and put some structure to it, and to increase the participation at the presidential level and throughout the community colleges at various levels to provide additional opportunities to share resources where it might be beneficial. Staff recommends approval of the IGA with Coconino and Mohave Community colleges. Mr. Winslow asked if there were some specific projects or initiatives being contemplated. President Swarthout stated more than anything the IGA formalizes and ratifies what's already occurring between the colleges in regards to sharing curriculum, sharing degrees, and transporting programs across I-40. Yavapai Community College isn't part of this IGA but is discussing the potential of becoming involved. This IGA will be reviewed every year. Yavapai will attend the joint DGB summit this year but are not in the IGA. Chair Handorf asked when the summit was this year. President Swarthout stated it was September 20.

Mr. Winslow moved to approve the I-40 Corridor Intergovernmental Agreement. Mr. Matteson seconded the motion. *The vote was unanimous in the affirmative.*

7.E. Request to Approve Emeritus Faculty Status – Jim Jacob

President Swarthout stated when an individual has not been at the College long enough to earn emeritus status through time, they can be nominated by their colleagues. Dr. Jacob has earned high respect from his colleagues and the Board needs to approve emeritus status for Dr. Jim Jacob.

Mr. Matteson moved to approve Jim Jacob for Emeritus Faculty Status. Mr. Lucero seconded the motion. *The vote was unanimous in the affirmative.*

7.F. Presentation of Emeritus Faculty status – Jim Jacob

Vice President Vest had Dr. Eric Henderson present to the Board about Jim Jacob's accomplishments. Jim Jacob was not present.

7.G. Presentation of Emeritus Faculty Status – Janet Hunter

Vice President Vest had Dean Peggy Belknap present to the Board about Janet Hunter's accomplishments. Janet Hunter was not present.

7.H. Presentation of Meritorious Service Status – Ana Marquez

Vice President Hatch presented to the Board about Ana Marquez's accomplishments. Ana Marquez was not present.

7.I. Request to Approve Jenzabar Contract

Director Bishop stated the recommendation is to approve the renewal of the agreement the College has with Jenzabar who is the software provider for the system that runs College operations. Yearly the agreement with Jenzabar is renewed for maintenance updates and to



receive technical support. The agreement used to be a five year agreement for a prepaid discount, but they have discontinued this so it is now a yearly agreement. The total cost is \$166,870.65. Mr. Matteson asked if Jenzabar's performance for the College has been good. Director Bishop stated Jenzabar's service has been good, the problems have been with the Jenzabar system, and two years ago how the system was being used was revisited as the College's business processes and the system were not aligned. Consultants have been brought in to help change the way it was being used. Overall there has been an excellent relationship with Jenzabar and has been strengthened over the past two years. Mr. Matteson asked about a per-year cost. Director Bishop stated that a per-year cost is a 6% increase per-year for maintenance. Jenzabar is the only software provider that can provide software updates. There are other ERP providers out there but moving to another provider would only give College a higher bill and would lock us into a system that cannot be adapted to our needs.

Mr. Matteson moved to approve the maintenance renewal contract with Jenzabar. Mr. Lucero seconded the motion. *The vote was unanimous in the affirmative.*

7.J. Information Services Update

Director Bishop reviewed a technology survey done through the Title III Grant that's been done for the last three years by students, staff, and faculty. From the first survey in 2011 the initial baseline survey showed a large dissatisfaction with the technology infrastructure at the College primarily related to internet connectivity, wireless needs, those sorts of things, because at the time there was only one 10MB connection to the internet that was causing a bottleneck with all the traffic from all locations going out and coming in. When the connections were increased to two 50MB for overall bandwidth capacity of 100MBPS there was a dramatic, more favorable shift in the use of technology at the College in regards to the network. The major changes between the years two and three are two things; students now rely more on connecting their own devices to the College network rather than using computer labs, reflecting the consumerization of IT, bringing personally owned devices to campus. This impacts bandwidth usage and also the management of address space on the network. Each device connected to the network gets an address and when people carry a laptop, a cell phone, a tablet, that can cause some strain on the network. About a year at SCC, connectivity was down due to the wireless network at the campus, which was a smaller VLAN, having over 253 devices connected and no one else could connect. So the network had to be expanded at that location. Also, audio and video are being used more now by faculty than in the past, this is a significant growth primarily attributed to the technology used in the model classroom and in the audio classrooms of being able to stream video and faculty are learning how to convert videos to share with their students which provides instruction flexibility. Higher Ed IT has a professional organization called EDUCAUSE, each year they publish the top ten concerns or trends in Higher Ed IT and this year they have condensed it into a five minute video. Director Bishop played the video from EDUCAUSE for the Board. Projects are that by the year 2020 there will be a 50% increase in the amount of data transferred across the internet. Projects also are that there will be 100 billion devices connected to the internet in six and a half years. These trends will impact the College. Prescott Winslow asked how electronic expenses are accounted for since IT supports both business operations and classroom support. Vice President Hatch stated that the accounting world has not caught up with these differentiations.



7.K. Executive Session: Presidential Performance Review

At 11:16am Chair Handorf stated the Board would move into Executive Session to discuss the President's Evaluation

Mr. Lucero moved to go into Executive Session to review the President's Performance review. Mr. Matteson seconded the motion. *The vote was unanimous in the affirmative.*

Upon a motion by Mr. Lucero, a second by Mr. Matteson and a unanimous affirmative vote, the Executive Session was adjourned at 12:56 p.m.

7.L. Request to Approve Presidential Contract

Chair Handorf stated the next item was a request approve the president's contract.

Mr. Matteson moved to approve the presidential contract as presented. Mr. Lucero 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 Vice President Vest, Director Eric Bishop and Director Leslie Wasson, SPASC members, will be attending a conference in Waukesha, Wisconsin at Carroll College to learn what other schools are doing in regards to retention.

8.B. Human Resources Update – Sharon Hokanson

Director Sharon Hokanson reviewed the Human Resources Update with the Board and stated a faculty in IMO Fred Calderon was hired; they are making an offer for the Faculty in Mechatronics position. There will also be offers soon to White Mountain Campus Assistant Manager and Assistant Campus Manager and Little Colorado Campus. Also an offer for the Accounting Clerk position. Marketing Writer and Career Coach positions have just closed and applications are being gone through. Data analyst position has two applicants. Two learning assistant and also four positions in IS department are open, interviewing will be taking place over the next two weeks.

8.C. President's Report – President Swarthout

President Swarthout gave a legislative update to the Board. Arizona Trust will provide an information session on the Medicare situation and how it affects K-12 and colleges and universities. Vice President Hatch stated the presentation will give to the Board perspective on how it will affect the College. It will be on July 23 at 6:00 pm at Licano's Restaurant in Show Low. President's council meets June 20, the finalist for the Executive Director position of the ACCCC will be discussed. The College is going to move forward with a Foundation for Student Success.

Agenda Item 9: Board Report/Summary of Current Event

None.




Agenda Item 10: Announcement of Next Regular Meeting: August 20, 2013.

Agenda Item 11: Adjournment

The meeting was adjourned at 1:07 p.m. upon a motion by Mr. Matteson, a second by Mr. Peaches, and a unanimous affirmative vote.

Respectfully submitted,



Lisa Jayne

Recording Secretary to the Board

APPROVED

