

Navajo County Community College District Governing Board Meeting Minutes

August 20, 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 Swarthout; 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: Stuart Bishop, Ann Hess, Everett Robinson, Royce Kincanon, Debra Fisher, Margaret White, Maderia Ellison, Peggy Belknap, Tamara Martin, Beulah Bob-Pennypacker, Sharon Hokanson, Jake Hinton, Sheriff KC Clark, Jim Molesa, Dave Roberts.

Agenda Item 1: Call to Order and Pledge of Allegiance

Chair Handorf called the meeting to order at 10:00 a.m. Mr. Winslow 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. Winslow asked if there were any implications for the college when collections were more than budgeted. Vice President Hatch stated there were really no implications as it is merely collection in arrears. Vice President Hatch updated the Board on the expenditure limit and stated that the expenditure limit will be at the top of the list of concerns but presently not an urgent matter. There are carry forward funds that will allow the college several years to address the issue. Mr. Winslow asked what were the factors that could help with expenditure limits. Vice President Hatch stated there are three pieces to the expenditure limit formula, one is population and for community colleges that is FTSE, which is enrollment. As FTSE increases the college is able to expend more. Expenditures also plays into it, and then the base expenditure that was established in 1979/80. Chair Handorf asked if there was potential to bring the expenditure limitation up to date and President Swarthout stated that there appeared to be no apparent interest by the legislature to change the expenditure limitation.



Mr. Lucero asked about an update on the progress of the Skills Center. Vice President Hatch stated that it is anticipated to reach final completion at the end of September with a mid-semester transition.

4.B. NPC CASO – Margaret White

CASO Vice President Margaret White addressed the Board and welcomed them to a new semester. Funds were raised for the CASO Student Emergency Fund at Convocation and \$1,641 was raised. She thanked President Swarthout and the CTE staff for the toy guinea pigs that were auctioned off. The Emergency Fund was started by an anonymous employee from NPC and when the money ran out CASO was asked to administer the fund. The emergency fund is for when students are in trouble financially and need help to stay in school. The CASO annual retreat is coming up in August. There is a professional development scholarship for staff that will pay for a staff member's books when they take classes for professional development.

4.C. Faculty Association

None

4.D. NPC Student Government Association

None

Agenda Item 5: Consent Agenda

- A. June 18, 2013 Regular Meeting Minutes; June 18, 2013 Study Session Minutes; June 18, 2013 Executive Session 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. Navajo County/NPC Partnership Update

Navajo County Sheriff KC Clark addressed the Board and introduced his Chief Deputy, Jim Molesa. Sheriff Clark stated that the newly reinstated NPC reserve police academy was a huge success and a great partnership between all the law enforcement in Northeastern Arizona and the College. The test scores that came out of the NPC Police Academy was number two in the state. The tests are State standard tests.

Jim Molesa stated he instructed in the academy on behalf of NPC and donated his time as all instructors did in order to cut expenses to the program; instructors were federal agents, DPS, Show Low Police Department, Apache County, Holbrook Police Department under Stuart Bishop to put together curriculum and turning out 13 qualified individuals that all but one subsequently got jobs within the community. The average cost the Navajo County Sheriff's Office pays to send a candidate to Phoenix to the ALEA Academy is roughly \$16,000 in taxpayer dollars. In this case, two deputies were hired from the academy and saved that money.



Holbrook Police Department hired two officers and saved the City of Holbrook \$32,000. Sheriff Clark stated that another great aspect was that the trainees stay in the area with their family instead of leaving for 18 weeks. Sheriff Clark thanked Stuart Bishop for his work. Stuart Bishop stated that the graduation in July overfilled the PAC. It is a great partnership and provides a great service to the community. He also stated that instructors from Navajo County received on-duty time, not over-time, to instruct while on-duty. Sheriff Clark stated that he graduated from the first academy back in 1988 and at that time much of the law enforcement in the area came from recruits out of the NPC Police Academy. After the program closed down, the recruits were sent out of the area for training. Although there weren't enough recruits this year, since Arizona Post requires at least 15 to hold an academy, the reserve academy will most likely run every other year. After speaking with the other chiefs there are over 1600 police officers in the coming year or two that are going to need trained across the state, so a full-time academy could really be considered, especially after the last one had the number two scores in the state. It's been a great partnership, it's what the College strives for, what government should strive for and is a win-win for the taxpayers and the families within Navajo County. Sheriff Clark stated that when he walked into the auditorium for the Police Academy graduation it was full, standing room only.

Mr. Matteson asked if the turnover rate in law enforcement in the area would encourage the College to make the program an annual program. Sheriff Clark stated he believed there was a large enough turnover rate to sustain a year round program, especially considering the possibility of other agencies sending their recruits to this academy.

Chair Handorf stated the report from the Police Academy graduation was exciting and stated once she knew Stuart Bishop was involved in this program she knew it would be a success. Mr. Winslow asked what percentage of training took place at Northeastern Arizona Training Center (NATC). Stuart Bishop stated everything but firearms and defensive tactics training, about 85% of it took place at NATC. Mr. Winslow asked if there are enhancements to NATC that would make the training center even more competitive in terms of other agencies looking at it for training officers. Stuart Bishop stated that a dirty classroom would solve some logistical problems for NATC as it would provide a place for defensive tactics, and would also be used for fire science. Many agencies shoot out at the sand pits currently; Sheriff Clark stated a grant is necessary to put in a shooting range.

Mr. Lucero asked about the actual cost to run the academy part-time since full-time relies on having a place to house the recruits. Sheriff Clark stated the Silver Creek Inn in Snowflake is a housing option for a full-time academy. The ALEA Academy in Phoenix uses hotels to house their recruits, as do most of the other academies. Mr. Lucero asked about how the cost of housing was covered. Sheriff Clark stated Post, in conjunction with the sponsoring agency, covers housing expenses. Stuart Bishop stated that of the twelve academies in state only 7 are full-time and most of them use a hotel for housing. The agencies donated around \$150,000 in time and money to put on the academy. Stuart Bishop stated it is a win-win for the College as well as the community. Mr. Lucero asked how much it costs the College to run the academy. President Swarhout stated the primary cost is rent and includes fire science program and a portion of what Stuart Bishop is paid. Mr. Lucero asked who the lease is paid to and President



Swarthout stated it is paid to NATC. Vice President Hatch stated last year the College paid \$8100 in rent to NATC. President Swarthout stated that only 30% of the rent amount was for the Law Enforcement Academy, 70% of it was for Fire Science and NAVIT. Since numbers were not available, President Swarthout guesstimated that the College paid \$35,000 for Stuart Bishop's salary. Vice President Vest stated there was also about \$10,000 for administrative support. Mr. Lucero asked why the College pays NATC rent when the College controls the facilities. Vice President Hatch stated that NATC is a separate entity accounting-wise and legally. President Swarthout stated that the College does not own NATC.

Mr. Matteson stated that the whole program speaks to keeping taxes at home and investing in the future of our community and this issue is a "no brainer." The pay-off is so large that to continue this relationship and to continue in the work of the academy is really no argument, financially or otherwise, that would be counter to keep this program from becoming a full-time program.

7.B. NPC 40th Anniversary

Deb Fisher presented to the Board about upcoming events for the 40th Anniversary activities. The goal is to raise \$40,000 in scholarship funds and give it away to students. The 40th Anniversary will kick off with the premiere of *Coeur d'Alene* a theatrical production the College is working on in conjunction with White Mountain Regional Theater. First fundraiser will be *Pedal the Petrified*. The College is partnering with the National Forest Service and using the Petrified National Forest 41 riders have registered so far, are ultimately working for 100 riders. Digital Photo Contest is an online photo contest and is open to anyone and closes November 15. Grand Prize is a three credit tuition waiver. Also, *40 Things I Love About NPC* is up and running. *Then and Now*, is a digital photo history over the last 40 years. In February, there will be a 1973/1974 Film Festival starting with *American Graffiti* and *Herbie Rides Again*, and *The Towering Inferno*. In April there will be a kite flying at every center and campus and there will be a big fly off for the grand prize. There will also be a Pro Am Golf Tournament in April/May. *Pass the Torch* will include members of the very first graduating class on stage during commencement. Deb Fisher asked the Board to invite people to the events as well as participate in the events.

7.C. Request to Approve Intergovernmental Agreement with JTED Northeastern Arizona Technical Institute of Vocational Education (NATIVE)

The proposed intergovernmental agreement is a standard one for dual enrollment, however the College only began to partner with NATIVE last year. At some point this IGA will become part of the consent agenda with the other dual enrollment agreements, but it is not yet standard in its approach. Staff is asking for approval for fall 2013 schedule which is what has presently been identified, it is anticipated that courses will be continue in spring semester but it has not been determined yet. Also, Coconino County Community College has provided permission for NPC to provide services in their service district as part of this agreement. Staff recommends approval of the IGA with NATIVE for the fall semester to nine NATIVE JTED high schools and at the NATIVE central location.

Mr. Lucero asked how often instructors from the College go up. Vice President Vest stated that all NATIVE instructors are local and are employed by NATIVE but qualified by the College.



However, since the agreement is relatively new and many of these locations are distant from campuses and centers, NPC faculty make regular observation visits to the locations, as well as bringing them in for training. Mr. Winslow asked if there are any arrangements to do recruiting or tracking to see if the NATIVE students become NPC students. Vice President Vest stated they can be tracked, and if the partnership becomes standard then the relationship with NAVIT will broaden out to NATIVE as well. Part of that will be NATIVE's willingness for NPC to be in the school because these courses are taking place on school grounds during school time. Mr. Winslow stated it would be ideal to have recruiters to meet with these students. Vice President Vest stated that quality control is a major issue in the agreement, which is why it is a semester agreement rather than a full-year agreement. Mr. Matteson asked if there would be a report at the appropriate time. Vice President Vest stated there definitely could. Vice President Vest stated NPC was optimistic about this agreement.

Mr. Matteson moved to approve the Intergovernmental Agreement with NATIVE. Mr. Winslow seconded the motion. *The vote was unanimous in the affirmative.*

7.D. Request to Approve Geotechnical Engineering Services for Northeast Arizona Training Center (NATC)

Vice President Hatch stated the modular classroom building referred to as a dirty classroom is being requested by the programs at NATC. Staff is proposing geotechnical engineering services at a cost not to exceed \$5000 by Western Technologies located in Lakeside. The scope of services to be provided include field exploration, laboratory testing, analysis and the report which will include recommendations as well as some discussion about what will be necessary to move forward with this plan. The funds are funds appropriated by the legislature several years ago and are held by the College for projects at NATC. Staff recommends awarding the contract to Western Technologies for the proposed geotechnical services.

Mr. Matteson stated that Western Technologies is the best company in the White Mountain area. Also, the testing of those soils for foundation work is absolutely necessary since the soils there are horrible. He also asked if there is a building design in mind. Vice President Hatch stated there are not many details on the building yet, just a general scope. Mr. Matteson asked if an architect had been selected to design it. Vice President Hatch stated there was not an architect in mind yet, but plans were to find someone to provide a design/build operation where someone could come in and complete the project start to finish.

Mr. Lucero stated that he has used dirty classrooms in Prescott and it doesn't work for both fire science and law enforcement and wanted to know if two buildings are being considered. Vice President Hatch stated that there is only one facility being considered. Stuart Bishop stated the building is basically a covered open area. Mr. Lucero stated that his concern is the College's relationship with NATC, and the College needs to decide whether or not the College wants to stay in control of the center or give it to another agency or give it back to them. Vice President Hatch stated that topic is beyond the scope of the agenda.



Mr. Lucero moved to approve Geotechnical Engineering Services for Northeast Arizona Training Center by Western Technologies. Mr. Matteson seconded the motion. *The vote was unanimous in the affirmative.*

7.E. Request to Renew Maintenance Agreement for Networking Equipment

Director Bishop stated the College has a large network and this agreement is brought to the Board yearly for approval. The agreement is for Cisco SMARTnet which is a service and maintenance agreement from the company that produces our networking equipment to provide support and maintenance. The vendor is CDW-G, and their quote was \$68,639.16. Three quotes were received; one was a state contract bid for \$104,000. CDW-G was significantly less and staff recommends approval to renew through this vendor. Mr. Matteson asked if the College had worked with CDW-G before. Director Bishop stated CDW-G is a large and reputable technology vendor that the College has worked with in the past. He also stated that the quality of their work was verified. Mr. Matteson asked about the third quote. Director Bishop stated the other vendor quoted \$76,996.

Mr. Matteson moved to approve the Networking Agreement with CDW-G for network support. Mr. Lucero seconded the motion. *The vote was unanimous in the affirmative.*

7.F. Request to Purchase Classroom Technology Equipment

Director Bishop stated purchase of 18 Smart Board systems with built in projectors from CCS Presentations, a vendor that has been used many times in the past, for the cost of \$65,322 plus taxes and freight. Received quotes for this contract and the winning bid was a state contract quote and will provide the 18 classroom systems that we currently have on the schedule for new classroom installs, as well as some for replacement equipment. Mr. Matteson asked if Smart Boards were standard now. Director Bishop stated that the classroom equipment standard is Smart Board and makes for a better learning environment. Vice President Hatch stated Smart Board has a lot of flexibility.

Mr. Matteson moved to approve the purchase of the proposed classroom technology equipment from CCS Presentations. 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

The Chair of SPASC, Director Wasson, stated SPASC is launching a planning cycle for the fall and the spring. It is a priority to do a lot of the strategic planning in the fall in order that it inform the budget process in the spring. The committee needs more members and will be meeting on September 20. Higher Learning Commission (HLC) has recently opened up its database so all the Colleges can upload their evidence of acceptable practices and excellence in a similar format so it can be used. Director Wasson will be receiving training on how to input and access it.



8.B. Human Resources Update – Sharon Hokanson

Director Sharon Hokanson reviewed the Human Resources Update with the Board.

8.C. President's Report – President Swarthout

President Swarthout stated that division meetings and convocation has been completed. She noted that at convocation CASO raised \$1,600 but also started a new auction process for art scholarships and items were donated by artists and raised over \$1000. The College will be hosting ACCPC/ACCCC on September 26 at WMC. NPC will make an annual report to the Navajo County Board of supervisors in order to emphasize the growing partnership between the County and the College. The Joint District Governing Board Summit will be on September 20. The Summit has been held every year for past three years, and after this year will be moving to every other year in order to skip election year.

Staff would like the Board to consider a Board retreat in October, and there will be a dedication date coming up for the new skills center at PDC, and will try and connect it to a Board meeting. HLC is instituting a new academy for student retention and persistence the College will be applying to in order to be part of the first academy quality initiative project. NPC has invited Coconino and Mojave to partner on a QI project with us so ideas can be shared across I-40. Coconino so far is interested. HLC has called President Swarthout to a peer review visit in November. Chair Handorf asked the name of the new ACCCC Executive Director. President Swarthout stated the new executive direct is Diane Bosak and she will be meeting with AADGB at the next meeting. Kristin Boilini was contracted to represent ACCCC so the College will not have a lobbyist contract this year but will reserve that amount of money in case there are some conflicts of interest. Mr. Winslow asked President Swarthout to briefly explain the situation with Coconino Community College. President Swarthout stated that Coconino presently has the option to request an override over the next 7 years but it does have to go to the voters.

Agenda Item 9: Board Report/Summary of Current Event

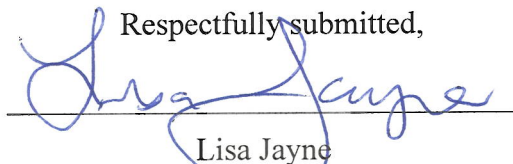
None

Agenda Item 10: Announcement of Next Regular Meeting: September 17, 2013.

Agenda Item 11: Adjournment

The meeting was adjourned at 11:55 a.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

