

# Navajo County Community College District Governing Board meeting Minutes

December 17, 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:** Mr. Frank Lucero, Ms. Ginny Handorf, Mr. Daniel Peaches, Mr. James Matteson, Mr. Prescott Winslow

**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:** Stuart Bishop, Peggy Belknap, Ann Hess, Margaret White, Bill Fee, Cynthia Hutton, Sharon Hokanson, Everett Robinson, Beulah Bob-Pennypacker, Matt Weber, Julie Wiessner, Donna Ashcraft, Terry Yazzie, Jeremy Raisor.

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

Chair Handorf called the meeting to order at 10:00 a.m. Chair Handorf 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 reviewed the Financial Report with the Board.

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

Margaret White addressed the Board and stated CASO recently took a survey to see if the Warm and Fuzzy award needed renamed. 69% voted to keep it Warm and Fuzzy. Candy sales are doing well. CASO awarded two \$1,000 scholarships to students for the 2013/2014 semester. CASO raised \$900 for the CASO textbook scholarships. Margaret White thanked President Swarhout for funding the scholarship. Margaret White offered each board member a chocolate bar.

### **4.C. Faculty Association – Cyndi Hutton**

Cyndi Hutton, Co-Chair of the Faculty Association, addressed the Board and stated the faculty association salary resolution was complete. The Employee Relations Committee is currently



reviewing the suggested salary step changes. The Faculty Association has had good attendance at monthly meetings and has also discussed adopting a highway. Cyndi Hutton introduced faculty members Cotillion Sneddy and Betsy Peck from the Early Childhood Program.

Betsy Peck discussed a current grant the program has been awarded to help recruit workers for the field of early childhood education, as well as help move students toward general education classes. This year there will be 15 students close to finishing their AA. The goal of the grant was to recruit 30 new people to the field and the College has exceeded this goal with 42 people ultimately recruited. Betsy Peck also shared about the early childhood fair that took place in 2013 and that there will be another fair in 2015. Betsy also announced a new Early Childhood Development student club. Cotillion Sneddy stated that she works with the Early Childhood Program on the reservations. Mr. Winslow asked if they knew demographic breakdown of the 42 new students. Betsy Peck stated the students came from all different demographics.

#### **4.D. NPC Student Government Association**

None.

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

- A. November 19, 2013, regular meeting minutes.
- B. Dual Enrollment Intergovernmental Agreements with Heber-Overgaard USD, Window Rock USD

Mr. Matteson moved to accept the consent agenda. 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. Alumni Award – Terry Yazzie**

Ann Hess presented Terry Yazzie as the outstanding alumnus awardee for fall 2013. Ann Hess introduced Jeremy Raisor who has taken over the NPC alumni activities. Jeremy Raisor shared Terry Yazzie's achievements and history. Ann Hess presented Terry Yazzie with the alumni award. Terry Yazzie thanked the governing board and staff for the honor and shared some of his past experiences with NPC staff and faculty.

##### **7.B. Request to Approve Program Modification for Industrial Maintenance & Operations Program**

Vice President Mark Vest presented curriculum changes to the Industrial Maintenance & Operations Program.

Mr. Matteson moved to approve the program modifications for the Industrial Maintenance & Operations Program. Mr. Lucero seconded the motion. *The vote was unanimous in the affirmative.*



**7.C. Request to Approve Program Modification for Computer Information Systems Program**  
Vice President Mark Vest presented curriculum changes to the Computer Information Systems Program.

Mr. Winslow asked if MAT 109 and MAT 112 are the same as high school algebra. Vice President Vest stated they were not.

Mr. Matteson moved to approve the program modification for the Computer Information Systems Program. Mr. Lucero seconded the motion. *The vote was unanimous in the affirmative.*

**7.D. Review of Arizona Community College Coordinating Council 2013 Annual Report**  
President Swarthout did a brief summary of requirements for the Annual Report and stated that next year staff would only present NPC's report to the board. Mr. Winslow stated he appreciated administration being candid about challenges the College faces.

**7.E. Request to Approve 2014-2015 Budget Development Assumptions**  
Vice President Hatch went through the Budget Development Assumptions with the Board. Mr. Lucero asked what time-span Vice President Hatch meant by no short-term impact of the expenditure limitation. Vice President Hatch stated it was a multi-year approach, particularly if the College is planning to make adjustments and plan to invest in changes that will increase enrollment, as well as make adjustments to expenditures, so probably 3-5 years. Mr. Lucero clarified that the College will have carry-forward funds for those 3-5 years. Vice President Hatch stated that was the case.

Mr. Lucero asked if the cost of the loss of paper mill to NPC has been determined. Vice President Hatch stated that impact on assessed valuation would not be known until February 15 when hard numbers from the County Assessor's office are available.

Mr. Lucero asked if student enrollment was still down and if it was expected to go down further. Vice President Vest stated if the College was not in a trough for enrollment but instead is at a new baseline for enrollment, then the College and the Board would need to discuss the long-term ramifications.

Chair Handorf asked if the Governor's Office has made any comments on equalization for the upcoming year. President Swarthout stated there has not been much discussion at this point as it is early in the legislative process. Vice President Hatch stated equalization becomes a bigger focus when it goes up. Mr. Winslow asked how increasing student enrollment helps the College in regards to financial security. Vice President Hatch stated it helps in planning expenditures as funding depends largely on growth and when there's no growth it is much more difficult to manage. President Swarthout stated that growth comes with the factor of expenditure limitation as it, somewhat unrealistically, is predicated on an average 3% student growth per year.



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Chair Handorf asked if enrollment is down at all community colleges in the State. President Swarthout stated all colleges but Yavapai has had enrollment reduction. Mr. Winslow stated that sometimes in a business model a company has to spend money to make money. Focusing on enrollment by incentivizing with decreased tuition and advertising could help increase enrollment. Mr. Winslow stated hopefully the College is providing a benefit directly to the taxpayer. Mr. Lucero stated that might be true, but the college needs to consider that the taxpayer might not see it that way. Vice President Vest stated that the College's yield rate of traditional age high school graduates has remained steady over time, what has changed dramatically is the adult student population because it has been the most affected by changes in third party ability to pay.

Mr. Matteson moved to approve the 2014-2015 Budget Development Assumptions. Mr. Lucero seconded the motion. *The vote was unanimous in the affirmative.*

#### **7.F. Request to Approve 2014-2017 Strategic Plan**

Director Wasson stated the 2014-2017 Strategic Plan had been reviewed at the November board meeting and there had not been many suggestions for changes. Mr. Matteson stated that the detail in the Pillar III addenda was much appreciated and asked if all pillars could include similar addenda. Director Wasson stated that had been discussed and that it would be included in next year's version. Mr. Winslow stated there seemed to be mis-numbering as 2.5.1. appeared in the document twice. Dr. Wasson stated that would be fixed. Mr. Winslow stated he felt that due to restrictions of open meeting law that the Board is engaged in the strategic plan at the end of the process rather than the beginning. He requested that if possible he would like the Board to be more engaged in strategic planning on the front end.

Mr. Winslow moved to approve the 2014-2017 Strategic Plan. Mr. Matteson seconded the motion. *The vote was unanimous in the affirmative.*

#### **7.G. Review of Community Survey Results – Director Wasson**

Director Wasson reviewed the community survey results with the Board and stated that the College intends to repeat a community perception survey in 3-5 years.

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

#### **8.A. Strategic Planning and Accreditation Steering Committee Report**

SPASC is currently on hiatus and will meet again on January 17 at which time the committee will move toward specific operational plans connecting the Strategic Plan directly to the budgeting process.

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

Director Sharon Hokanson summarized the human resources report with the Board.

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

President Swarthout stated AC4 has accepted Kristen Boilini as lobbyist and so she will not be representing NPC any longer. Also, the College has five teams for the Holbrook Kiwanis



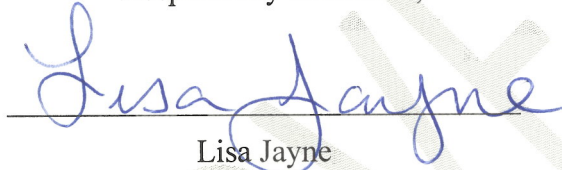
fundraiser. The insurance meeting with the college health care trust has been rescheduled to the 31<sup>st</sup> of January at Torreon.

**Agenda Item 9: Board Report/Summary of Current Event**  
Chair Handorf wished everyone a Merry Christmas.

**Agenda Item 10: Announcement of Next Regular Meeting:** January 21, 2014.

**Agenda Item 11: Adjournment**  
*The meeting was adjourned at 12:26p.m. upon a motion by Mr. Winslow, a second by Mr. Matteson, and a unanimous affirmative vote.*

Respectfully submitted,



Lisa Jayne  
Recording Secretary to the Board

