

Navajo County Community College District Governing Board Meeting Minutes

March 18, 2014 – 9:00 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. Daniel Peaches, Mr. Prescott Winslow; Mr. James Matteson arrived 9:41 a.m.

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: John Spadaccini, Colleen Readel, Margaret White, Ann Hess, Everett Robinson, Nick worth, Maderia Ellison, Tamara Martin, Eric Henderson, Rickey Jackson, Sharon Hokanson, Peggy Belknap, Julie Peck, Beulah Bob-Pennypacker, Cyndi Hutton, Jake Hinton.

Agenda Item 1: Call to Order and Pledge of Allegiance

Chair Handorf called the meeting to order at 9:00 a.m. Mr. Winslow led the Pledge of Allegiance.

Agenda Item 2: Adoption of Agenda

Chair moved old business to end of agenda

Chair Handorf stated that Old Business would be moved to the end of the agenda. Mr. Prescott 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: Report

4.A. Financial Position – Vice President Hatch

Vice President Hatch reviewed the Financial Report with the Board.

Mr. Winslow asked if the Board had ever adopted an investment policy. Vice President Hatch stated that the College's investment approach is very conservative but staff could review with the Board on a regular basis to make sure the Board is comfortable with the level of investments. Currently, investments are with a state local government investment pool. There is also primary tax money that comes in through the County Treasurer's office that is invested on the College's behalf.



4.B. NPC CASO – Margaret White

Margaret White addressed the Board and stated CASO has changed its charitable drive from the annual picnic to the August Convocation. It is a non-food drive for local charities. The CASO retreat on April 25 at The Heward House will be a joint retreat with the Faculty Association. The theme of the retreat is safety and security in the workplace. Stuart Bishop, the District Emergency Manager, and the Snowflake Police Department will be presenting. Margaret White stated that candy bar sale fundraising is going well and the candy bars are located at the front offices of campuses and centers.

4.C. Faculty Association – Cyndi Hutton

Cyndi Hutton addressed the Board and stated the Faculty Association has been planning for the joint CASO and Faculty retreat and that there has been discussion about adopting a highway along with SGA.

4.D. NPC Student Government Association

Vice President Vest stated that the SGA is currently working on the annual talent show. Names of All AZ Academic Team members were announced, and Julie Peck, an All AZ Academic Team recipient addressed the Board. A slideshow presenting each of the recipients was played for the Board.

Agenda Item 5: Consent Agenda

- A. February 18, 2014 regular meeting minutes.
- B. Curriculum Change: New EDU Certificate of Proficiency in Education Professions
- C. Curriculum Change: Deletion of Photography Technician Program
- D. Curriculum Change: Cosmetology Program Description and Nail Technician Certificate of Proficiency
- E. Articulation Agreement with Grand Canyon University

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

Agenda Item 7: New Business

7.A. Preliminary Budget Analysis

Vice President Hatch stated that the College has completed the first 1/3 of the activities listed on the Budget Development Calendar. Today the Board will approve the salary and tuition and fees schedules, which will take the process through item 17. Budget hearings held on February 25 did not reach conclusions so there will be further budget discussions. Vice President Hatch reviewed the totals of General Fund revenues. Chair Handorf clarified that for an individual tax payer for \$100,000 of property valuation they would only pay \$7 more than last year. Vice President Hatch stated it would be a \$6.45 increase over the current amount they're paying, just over fifty cents a month. Mr. Lucero stated the total for \$100,000 of property valuation would be \$166 a year. Mr. Winslow thanked Vice President Hatch for providing the context of the tax increase. Vice President Hatch reviewed taxing entities in Navajo county with the Board. Vice



President Hatch reviewed revenue streams with the Board. Discussion took place on expenditures, revenues, and enrollment.

7.B. Request to Approve Wage and Salary Schedules

Vice President Hatch stated staff recommends increasing wages for contracted faculty and staff by 2%. This recommendation includes an adjustment of the faculty schedule from a 3% differential between steps to a 1.5% differential. Both the Employee Relations Committee and College Council made the recommendation to change the differential. The remaining half a percent would adjust the base schedule by a half percent and so each of the points along the step and grade scale will be increased by a half percent and then employees would be given a base step to make up for 2%. On the exempt schedule the minimums and maximums would be increased by half a percent and employees would be given a 2%.

Mr. Lucero moved to approve the proposed wage and salary schedules. Mr. Matteson seconded the motion. The vote was unanimous in the affirmative.

7.C. Request to Approve Tuition Scholarship Program for Last 12 Credits of Degree

Vice President Hatch stated staff recommends approval of a tuition scholarship for the last 12 credits of a degree. There will be an application process for this program and an initial annual budget not to exceed \$150,000. Mr. Winslow asked if students would be required to submit a Pell grant application and to have recently met with an academic advisor. Vice President Vest stated that the College would establish a scholarship application process that would require a recent meeting with an academic advisor with a review of the degree plan to verify the student is 12 credits away from degree completion, and that the credits the student is enrolled in are appropriate.

Mr. Lucero moved to approve the proposed Tuition Scholarship Program for Last 12 Credits of Degree Completion. Mr. Matteson seconded the motion. The vote was unanimous in the affirmative.

7.D. Request to Approve Tuition Scholarship Program for 7 Credits of General Education Courses for Qualified High School Students

Vice President Hatch stated staff recommends approval of this scholarship proposal for 7 credits of general education courses for qualified high school students. \$150,000 has been budgeted for this program. Mr. Winslow stated Winslow High School administrators were enthusiastic about this and suggested that perhaps textbook scholarships could also be considered.

Mr. Winslow moved to approve the Tuition Scholarship Program for 7 credits of general education courses for qualified high school students. Mr. Matteson seconded the motion. The vote was unanimous in the affirmative.



7.E. Request to Approve a 50% Tuition Reduction for Adult Basic Education Courses

Vice President Hatch stated staff recommends approval of this 50% reduction in tuition for Adult Basic Education. There is a waiting list of students who would like to enroll in ABE courses. Mr. Winslow asked Rickey Jackson how this discount would affect self-pay students who lack a GED or high school diploma. Rickey Jackson stated that this tuition reduction should eliminate a barrier for them. Mr. Peaches stated the Native American student would benefit from this reduction.

Mr. Matteson moved to approve a 50% tuition reduction for adult basic education courses. Mr. Lucero seconded the motion. The vote was unanimous in the affirmative.

7.F. Request to Approve 50% Tuition Reduction for Summer Session Courses.

Vice President Hatch stated staff recommends approval of this reduced tuition for summer courses. It is possible there may be little change in total tuition revenues as a result of this but there are hopes that more students will participate in what has been a lackluster summer session.

Mr. Lucero moved to approve a 50% tuition reduction for summer session courses. Mr. Matteson seconded the motion. The vote was unanimous in the affirmative.

7.G. Request to Approve Tuition and Fees Schedule

Vice President Hatch stated staff recommends approval of the proposed 2014-2015 Tuition and Fees schedules. The Tuition and Fees schedules calls for a \$2 tuition increase, taking it from \$64 a credit hour to \$66 a credit hour, for the 2014-2015 year and also a \$2 increase for each year over the next three years, setting the rate for student planning, and facilitating marketing purposes. WICHE WUE (Western Undergraduate Exchange Program) rates are proposed at a \$10 increase per year over the next three years. The general fee schedule is proposed to increase from a \$35 a semester media fee to a \$40 media fee; money card replacement fee would stay at \$21. HESI testing, entrance exam for nursing, is proposed at \$44. Vice President Hatch reviewed other fee changes proposed.

Mr. Matteson's asked if the tuition would be locked in for the next three years. Vice President Hatch stated any future board could change tuition or fees in the future, so it would not lock the tuition rate.

Mr. Lucero made a motion to pass all proposed fees and the proposed tuition rate hike of \$66 for this coming year but the proposed tuition hike for the next two years would only be a recommendation. Mr. Winslow seconded. The vote was unanimous in the affirmative.

7.H. Request to Approve Future Capital Reserve Policy

Vice President Hatch stated staff recommends approval of the policy with previously discussed changes. This will be added to the budget calendar so each year the Board can specify designation for future capital reserve policy.

Mr. Matteson moved to approve the future capital reserve policy. Mr. Lucero seconded the motion. The vote was unanimous in the affirmative.



7.I. HLC Financial Ratios Update

Vice President Hatch reviewed the Higher Learning Commission Financial Ratios update with the Board. President Swarthout asked if the Board would like to see the HLC ratio at this time every year. The Board stated they would. Vice President Hatch stated it can be viewed any time after the audit. Mr. Winslow asked if ever a large expenditure was under question, seeing the ratios would be helpful. President Swarthout stated it would be added to the yearly DGB calendar in March.

7.J. Request to Approve BIT & Community Education for Credit with Instructional Council Approval

Vice President Vest stated the Career and Technical Education division of the College currently runs both Community Education and Business and Industry for non-credit. Over the last year several local entities have sent in requests for courses that would involve a mixture of credit and non-credit bearing course work. Staff recommends under the parameters listed in the recommendation that the College should be allowed to evaluate coursework for credit through Business and Industry Training.

Mr. Matteson asked what the downside to this might be. President Swarthout stated the only remote down side is that although the College made a concerted effort to comply to a legislative concern by removing all BIT and Community Ed as credit, judiciously putting some back in for credit might result in concern from some sectors. But as long as the Instructional Council controls that process, risk should be minimal.

Chair Handorf asked about community education courses in regards to art. Vice President Vest stated there's a difference between offering a service to the community and courses that lead to degree completion.

Mr. Winslow moved to approve the BIT & Community Education for Credit with Instructional Council Approval. Mr. Lucero seconded the motion. Mr. Peaches was absent for the vote. The vote passed with a majority vote.

7.K. Request to Approve Faculty Sabbatical

President Swarthout stated sabbaticals are common to academia, generally faculty are eligible after 7 years of service to the institution. Staff highly recommends Dr. Solomonson for a sabbatical. Vice President Vest stated this is the third request for sabbatical in recent years. The outcomes of the previous two sabbaticals proved beneficial to the institution.

Mr. Matteson made a motion to approve faculty sabbatical for Dr. Mike Solomonson. Mr. Lucero seconded. The vote was unanimous in the affirmative.

7.L. Request to Approve Computer Purchases

Director Bishop stated staff is recommending the Board approve the purchase of 125 HP desktop computers and monitors from Worldwide Technology Inc., for the amount of \$105,325. These 125 computers will replace existing, aging desktop computers. The purchase price per computer



is \$627 per computer, and \$139 per monitor. Freight and taxes are included in price. While the computers are being purchased through Worldwide Technology, the purchase order will be made out to Hewlett Packard. Director Bishop also stated that another request for replacement computer purchases will come in May or June for instructional computers. The reason that only 125 computers are being purchased at this time is due to storage space.

Chair Handorf clarified that the purchase is part of the planned four-year replacement cycle and funds are budgeted. Director Bishop stated that was the case. Mr. Matteson asked about the disposition of the old computers. Director Bishop stated some will be recycled and some will go out to auction, the College will receive minimal revenue from this.

*Mr. Matteson made a motion to approve the purchase of 125 desktop computers and monitors from Worldwide Technology, Inc., in the amount of \$105,325. Mr. Winslow seconded. **The vote was unanimous in the affirmative.***

7.M. Request to Approve Carpet Tile Purchase

Vice President Hatch stated carpeting in some College facilities is nearly 19 years old and is scheduled to be replaced. A competitive bid vendor through a cooperative purchasing group called the National Joint Powers Alliance for \$17.50 per yard, and the total price includes adhesive, shipping, and tax. Vice President Hatch stated staff recommends the Board approve the purchase of carpeting tiles from Interface Floor for a total of \$238,825.61. Mr. Matteson asked if installation is done by College staff. Vice President Hatch stated it was.

*Mr. Matteson made a motion to approve the purchase of carpeting tiles from Interface Floor for a total of \$238,825.61. Mr. Peaches seconded. **The vote was unanimous in the affirmative.***

7.N. Request to Approve Classroom Chairs Purchase

Vice President Hatch stated the chairs purchase will replace existing 1,084 task chairs, and 139 stools used in labs. This will total about 1/3 of the chair inventory. Staff recommends purchase of classroom chairs from Arizona Furnishings for a total price of \$121,506.32, which is below Arizona state contract pricing.

*Mr. Matteson made a motion approve the purchase of classroom chairs from Arizona Furnishings for a total price of \$121,506.32. Mr. Lucero seconded. **The vote was unanimous in the affirmative.***

7.O. Request to Approve 2015-2016 Academic Calendar

Vice President Vest stated Instructional Council and College Council have both reviewed the academic calendar for 2015-2016. Vice President Vest also thanked Rickey Jackson for taking the lead in Instructional Council in putting the calendar together. The two primary differences of the current academic calendar is spring break has been moved from the fourth to the third week of March in order to break semesters into two eight week units. This helps plan 8 week courses that are in demand. The other change is summer school starts June 6, which is a little later than usual. This changed was made in response to the K-12 districts calendars, as more school districts are moving to a modified year round schedule.



Mr. Matteson made a motion to approve the 2015-2016 Academic Calendar. Mr. Lucero seconded. The vote was unanimous in the affirmative.

Agenda Item 6: Old Business

6.A. Review of Affordable Care Act Information

Vice President Hatch reviewed page 4 (page 9 of the packet) entitled “More Changes to Implement” with the Board. Mr. Winslow asked what affect this would have on part-time employees. Vice President Hatch stated temporary employees can now only have one position at the College. Adjunct faculty who do not have more than a 12 credit hour load will not be considered a full-time employee. Firefighting and nursing adjuncts are instances where adjuncts may need to be offered health insurance. Vice President Hatch stated that the College will be compliant come June 1, and the College is not expecting any impact on cost for the institution nor on the benefits for employees.

Agenda Item 9: Standing Business

8.A. Strategic Planning and Accreditation Steering Committee Report

Director Leslie Wasson stated SPASC is turning attention to accreditation. There are two legs of accreditation, one is assurance of quality, are we doing what we’re supposed to be doing, and the other is an improvement quality initiative project that the College gets to choose and design and implement. The quality initiative project will need to be ready to submit to HLC in October. Prior to that it will come to the DGB.

8.B. Human Resources Update – Director Sharon Hokanson

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

8.C. President’s Report – President Swarthout

President Swarthout introduced Colleen Readle, the commencement coordinator, to the Board. Colleen provided each board member an invitation to commencement on May 10. She stated that there were 275 letters graduation letters sent out this year to student. There were only 173 letters sent last year, and the record number of students qualified for graduation was 288 in 2004. Colleen asked board members to RSVP with Lisa Jayne by the next board meeting so notices could be posted. President Swarthout stated that March 27 there will be a SBDC awards luncheon on the legislative lawn. TLC is the business award winner this year. Also, PDC and LCC outreaches are on April 2. Staff is looking at a potential retreat date for the Board in June to get input on strategic planning. The budget process at the legislature has hit problems and may be mired down in negotiations. Also, there will be a Golf Tournament Pro-Am in July this summer, organizers are looking for sponsors if board members have any ins with companies.

Agenda Item 9: Board Report/Summary of Current Event

Mr. Winslow stated he attended the Hopi Outreach with President Swarthout, Vice President Vest, Director Bishop, and Vice President Hatch. Mr. Winslow stated there was a good turnout and opportunity was provided for students to speak to administration. Also, Vice President Vest



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Northland Pioneer College

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did a great job fielding complaints by student. Mr. Winslow stated that Winslow High School hosted a College Bound Night, and Don Call was there from NPC, and ASU, NAU, and GCU had representatives there for a great cooperative presentation.

Mr. Matteson asked if other school districts are having college bound events, Vice President Vest stated both Snowflake and Show Low declined, this year but would hopefully host one in the future. Chair Handorf stated that the Pinetop area has great concern over fire danger this season.

Agenda Item 10: Announcement of Next Regular Meeting: April 15, 2014.

Agenda Item 11: Adjournment

The meeting was adjourned at 12:17 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 Boar

