

Navajo County Community College District Governing Board Meeting Minutes

May 21, 2014 – 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, Autom Christensen, Jake Hinton, Tom Nagle, Peggy Belknap, Stuart Bishop, Kenny Keith, Margaret White, Maderia Ellison, Sharon Hokanson, Kathleen Ritz, Jenny Shumway, Rickey Jackson, Brad Farber, Beulah Bob-Pennypacker, Jeremy Raisor, Curtis Casey.

Agenda Item 1: Call to Order and Pledge of Allegiance

Chair Handorf called the meeting to order at 11:35 a.m. Mr. Matteson 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 balance left on the Sun Corridor grant. Vice President Hatch stated he did not have that information with him but would provide it. Mr. Winslow asked if in the future there could be an update on that status of grants -- when they end, their balances, etc. Vice President Vest stated the Sun Corridor grant was at the end of year-two of a three year cycle.

4.B. NPC CASO – Margaret White

CASO Vice President, Margaret White, addressed the Board and stated that the College had their annual picnic on April 18 with a good turnout. She thanked Mr. Winslow for attending. There was a joint faculty and staff meeting on April 25 at the Heward House. Stuart Bishop and two members of the Show Low Police Department gave an excellent presentation on shootings in schools. The recent commencement on May 10 had a record number of graduates. CASO



thanked the Board for their support of the candy sale, and also thanked the President for her support of professional development funds. At the upcoming convocation in August CASO will sponsor a non-food drive, and donations will be given to local senior centers. CASO will be working on bylaws and planning for the next two semesters.

4.C. Faculty Association

Kenny Keith addressed the Board and stated Faculty Association Co-Chair Gary Mack will be returning next year. Tracy Chase will be secretary, and Kenny Keith will be treasurer. This year the Faculty Association obtained their federal ID number. Autom Christensen, Cosmetology Faculty, presented to the Board about the Cosmetology Expo Career Fair and Alumni Reunion. She stated that Chloe Reidhead and Jeremy Raisor worked hard on the event and Jeremy Raisor presented a short-film on the expo for the Board.

4.D. NPC Student Government Association – Jake Hinton-Rivera

Jake Hinton stated that SGA elections will be held the first week of September. Student Stirling West received a scholarship to Costa Rica this summer. The College has hired a new student activity coordinator who will start on June 2.

Agenda Item 5: Consent Agenda

- A. April 18, 2014 DGB Minutes

Mr. Matteson moved to approve 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. Request to Approve Emeritus Faculty Status – Curtis Casey

Vice President Vest stated that college policy grants to faculty emeritus status after 15 years of service, but any member of the college community can request the Board grant emeritus status if they feel there is merit. Curtis Casey has 14 years of service and is retiring at end of the year. Staff highly recommends approval of emeritus status for Curtis Casey, Faculty in Welding.

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

7.B. Presentation of Emeritus Faculty Status- Curtis Casey

Vice President Vest had Curtis Casey, Frank Pinnell, Randy Hoskins, Autom Christensen, and Kenny Keith come forward and presented Curtis Casey with Emeritus Faculty status. Kenny Keith presented Curtis Casey with a plaque for outstanding service and commitment to the College from the Faculty Association. Curtis Casey addressed the Board and thanked everyone for the honor.



7.C. Presentation of Emeritus Faculty Status – Tom Nagle

Vice President Vest had Tom Nagle, Autom Christensen and Kenny Keith come forward. Vice President Vest presented Tom Nagle with the Emeritus Faculty Status. Kenny Keith also presented Tom Nagle with a plaque from the Faculty Association for outstanding commitment and service to NPC 1995-2014. Tom Nagle addressed the Board and thanked everyone for the honor.

7.D. Request to Approve Addition to 2014-2015 Fee Schedule

Vice President Hatch stated that NUR 123 is a new course and has a fee attached to it. The \$200 fee is to cover lab consumables.

Mr. Matteson moved to approve the addition to the 2014-2015 Fee Schedule. Mr. Lucero seconded the motion. The vote was unanimous in the affirmative.

7.E. Request to Approve NATC Concrete Barriers Purchase

Vice President Hatch stated all funds allocated by the state for NATC come before the NPC Board. The NATC board has requested this purchase and recommends approval. The concrete barriers will provide a benefit of safety and will help keep the track in as good a condition as possible. The purchase is recommended to be made from Reidhead Sand and Rock and is not to exceed \$5,000.

Mr. Matteson asked if the barriers were Jersey barriers. Vice President Hatch stated they were.

Mr. Winslow asked if the barriers were to route traffic or to keep training vehicles from crashing into the building. Director Stuart Bishop stated they would provide both of these functions. Mr. Winslow asked if there would be additional requests for these barriers in the future to protect the new building. Director Stuart Bishop stated there most likely would be.

Mr. Mattson moved to approve the purchase of concrete barriers for NATC from Reidhead Sand and Rock, not to exceed \$5,000. Mr. Winslow seconded the motion. The vote was unanimous in the affirmative.

7.F. Request to Approve Pavement Improvement Contract

Mr. Matteson moved to table approval of the pavement improvement contract action item. Mr. Lucero seconded the motion. The vote was unanimous in the affirmative.

7.G. Request to Approve Purchase of Mechatronic Learning Systems from Klein Industries

Vice President Hatch stated this is equipment that has been previously purchased as part of the Sun Corridor grant equipment. It will be purchased out of NPC capital funds that have been preplanned for this purpose and previously approved in the last capital budget. Staff recommends approval of the purchase of Mechatronic Learning Systems from Klein Industries in the amount of \$107,569.31, and that Klein Education System continues as a sole source provider.



Mr. Lucero moved to approve the purchase of the Mechatronic Learning Systems from Klein Industries in the amount of \$107,569.31. Mr. Matteson seconded the motion. The vote was unanimous in the affirmative.

7.H. Request to Approve Jenzabar Annual Maintenance Contract

Director Bishop stated NPC uses an enterprise resource planning system (ERP) that is higher education specific, called Jenzabar CX. The College has used this system for some time and there is a maintenance agreement for support and maintenance and update of software. In the past the College has entered into five year maintenance agreements with Jenzabar in order to receive prepaid discounts. As of last year Jenzabar stopped the prepaid discounts so there is no longer an advantage for a five year agreement. Like last year, staff recommends the College enter into a one year agreement for the support and maintenance. The proposed purchase supports goals 3.1.1, 3.2.1, and 3.2.2 of the College's 2014-2016 Strategic Plan. Staff recommends approval to renew the existing software maintenance agreement for the Jenzabar CX system for a period of one year at a cost of \$177,491.56.

Mr. Matteson stated that he often sees in emails that Jenzabar is down. Director Bishop stated the trouble has not been Jenzabar specific. Recently the College purchased and is in the process of implementing a document imaging solution and getting that system to integrate with Jenzabar has had some difficulty. An actual test server has been set up to do that work to prevent a lot of downtime experienced in the past. Also, there are times for planned updates to Jenzabar where it's necessary to take the system down. Jenzabar itself has not had a problem with stability, and NPC is satisfied with the system.

Mr. Matteson asked if the College would ever look at other vendors. Director Bishop stated other ERP solutions could always be looked at but the difficulties with Jenzabar have largely been self-inflicted as the College was not using Jenzabar as intended. An ERP switch out would be very challenging, unless there's a significant, overwhelming reason to do so. Jenzabar is least expensive of ERP systems looked at and has the most flexibility.

Chair Handorf asked if Jenzabar works with the College on customizing. Director Bishop stated that Jenzabar is very helpful and works with the College well. Chair Handorf expressed appreciation to Director Bishop about tying the purchase into the strategic plan.

Mr. Winslow asked Director Bishop if the software maintenance agreement includes a limited number of hours to work with the College. Director Bishop stated there's no fixed number of hours but there are times when Jenzabar will say the problem is not a support issue but a consulting issue and will then cost extra.

Mr. Matteson moved to approve the Jenzabar Annual Maintenance Contract in the amount of \$177,491.56. Mr. Winslow seconded the motion. The vote was unanimous in the affirmative.

7.I. Request to Approve Computer Purchase

Director Eric Bishop stated that currently College computers are on a four year replacement cycle. This specific request is to replace computers for instructional use, primarily in the



business and computer science labs, as well as in the skills center labs, and is a total of 335 computers. There are two purchases as part of this recommendation -- the first is 200 desktop computers with monitors, and the second is 60 laptop computers from CWG with a 3 year maintenance agreement for warranty and support. Additionally, 75 iMac computers by Apple have been recommended. The iMacs will be purchased directly from Apple and Apple is a sole source provider. These purchases support 1.1.1., 3.1.1., 3.2.1., and 3.2.2 of NPC's 2014-2016 Strategic Plan.

*Mr. Matteson moved to approve the purchase of 260 HP computers from CWG in the amount of \$223,564, and 75iMac computers from Apple Education Inc., in the amount of \$131,752.50, and that Apple Education Inc. be approved as a sole source provider for Apple computers and related accessories. Mr. Lucero seconded the motion. **The vote was unanimous in the affirmative.***

7.J. Information on Board Self-Assessment

President Swarthout stated information is provided in the packet for the Board to consider a list of questions that ACCT proposes as a master list that the Board could take from to create a Board performance tool. Dr. Swarthout stated that this will be discussed at the Board retreat on June 10. Dr. Swarthout stated that she located Mohave Community College's board self-assessment tool that utilizes some of the ACCT questions. The Mohave self-assessment tool will be sent to the Board before the board retreat.

7.K. Information on WIA Community Garden

Vice President Vest stated Rickey Jackson, Director of Developmental Services, and Dean Peggy Belknap, as well as the Chair of the Construction Department, Ken Wilk, have worked with Susan Tegmeyer, the WIA Director, on a community garden project. The project entails having 20 Holbrook residents receive hands-on training on how to develop and maintain a community garden. The students will also prepare for the GED by taking the GED prep course, as well as a work skills prep course, and a number of construction credits and OSHA certification. Mr. Lucero asked where the garden will be located. Vice President Vest stated it is directly behind the skills center at the PDC Campus.

Agenda Item 8: Standing Business

8.A. Strategic Planning and Accreditation Steering Committee (SPASC) Report – Vice President Vest

Vice President Vest stated that Faculty Randy Hoskins will co-chair SPASC with him this coming year. SPASC met last week and discussion took place on restructuring of the strategic planning process and how it ties into compliance with accreditation and how that then ties into operational planning. Currently a cyclical calendar of both strategic and operational planning is being developed, as well as higher education compliance work. This will be ready at the Board retreat on June 10 where staff will walk the Board through their role on the front end of the strategic process, and then work with the president to provide the College with some general direction.



Mr. Winslow asked Vice President Vest for a brief status report on the QI project. Vice President Vest stated the QI Team has decided on a project that will come to both SPASC and the president as a recommendation. The project will focus on improving the student experience through a combination of a mixed advising model of faculty advising and professional staff advising. Also, some recommendations to do more to help identify and work with at-risk students. They will also be recommending a committee that will begin writing an implementation plan for the project.

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 the College has decided that all new positions will be posted internally first for qualified applicants. A status of the new NPC foundation will be reported on in June. In fall an internal leadership academy will be presented that will help grow employee opportunity for advancement. The President will be gone on vacation for the next two weeks. Vice President Hatch and President Swarthout met with Apache County yesterday. NAVIT and Apache County IGA should be available at the June board meeting. Vice President Hatch, President Swarthout and the College lobbyist will be talking with the Auditor General's Office regarding expenditure limitation on Friday. Mr. Matteson asked if the discussion about expenditure limitation will be about revising the existing one. President Swarthout stated she would send in the Board report this week ATRA's newsletter in which there was some extensive discussion about expenditure limitation at community colleges. AC4 has decided to hire an interim executive director, and has appointed Kristen Boilini until the position is filled.

Agenda Item 9: Board Report/Summary of Current Event

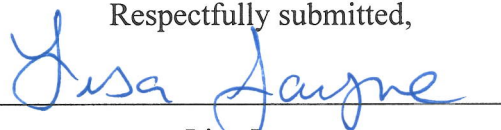
Chair Handorf stated AADGB is putting together information about a GISS program that ACCT could potential present at Maricopa Community College, although no set date as of yet. This would help focus trustees on student success. It's a two-day program and will take place in Tempe.

Agenda Item 10: Announcement of Next Regular Meeting: June 17, 2014; Board retreat June 10, 2014 at SCC at 10 a.m.

Agenda Item 11: Adjournment

The meeting was adjourned at 12:55 p.m. upon a motion by Mr. Matteson, a second by Mr. Winslow, and a unanimous affirmative vote.

Respectfully submitted,



Lisa Jayne

Recording Secretary to the Board

