

Navajo County Community College District Governing Board Meeting Minutes

November 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; Institutional Effectiveness Director Dr. Leslie Wasson; Recording Secretary to the Board Lisa Jayne.

Others Present: Rich Harris, Rickey Jackson, Betsyann Wilson, Maderia Ellison, Peggy Belknap, Paul Hempsey, Ann Hess, Royce Kincanon, Loyelin Aceves, Emma Hillend, Everett Robinson, Beulah Bob-Pennypacker, Susan Olsen, Sharon Hokanson, Linda Kor, Peg Erdman

Agenda Item 1: Call to Order and Pledge of Allegiance

Chair Handorf called the meeting to order at 10:03 a.m. Mr. Lucero led the Pledge of Allegiance.

Agenda Item 2: Adoption of Agenda

Mr. Peaches moved to adopt the agenda as presented. Mr. Matteson 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 by stating that primary tax levy collections are over \$555,000. Usually the College would be collecting less than \$100,000 during the September timeframe. The primary reason for this change is that the County is processing payments much more quickly than in the past. This change for September will most likely impact October and November reports to a certain degree.

4.B. Human Resources – Director Sharon Hokanson

Director Sharon Hokanson reviewed the Human Resources report with the Board. Mr. Winslow asked if there was a way to tell if positions are currently opened internally or externally. Director Hokanson stated there really wasn't but she will provide that information on future reports. Mr. Winslow stated he felt it could be beneficial to the institution to show employees what positions are hired internally.



4.C. Enrollment Report – Vice President Vest

Vice President Vest reviewed the Enrollment Report with the Board. He stated that most NPC students are part-time, and head count is always higher than FTSE. There is always a report done each semester after the FTSE count day. If classes are not in session they are not included in the count and since the College is increasing the amount of short-term classes offered, there being at least 268 classes that run the last eight weeks of semester, the October report will not reflect an accurate number. Staff anticipate that this counting model will become less and less representative of our student head count. We have had an enrollment increase of 5.4%. In the State, only one other community college has had an increase. Regular campus enrollment up over 2%, but some locations have enrollment declines. Short term class enrollment is up as well. Vice President Vest stated that he would not be surprised that the actual total enrollment increase could well be over 6%. The increase of students at the Whiteriver Center is indicative of what involved and invested staff can do to help bring in and retain students.

The College is starting to see some enrollment increases without the scholarship programs that have been recently implemented; enrollment momentum should follow these scholarship opportunities. Mr. Winslow asked if staff was surprised by the enrollment increase, and if there were any clear reasons they were aware of to account for it.

Vice President Vest stated last year he felt the enrollment decline had bottomed out. Enrollment in general education classes has started to pick up, and the College is starting to see some pay off from hiring an advisor in high school programs to work with NAVIT and Dual Enrollment students to have those students complete a degree plan. Also requiring a degree plan after first 12 credits completed has moved 700 students to a degree plan, these all help increase retention rates, graduation rates, and enrollment counts. Vice President Vest stated barriers for student enrollment and success are still there and haven't really changed; poverty and unemployment still create barriers for many students, and third party agencies still aren't paying for education. The College needs to continue with partners to help students along in the process; small approaches that have an accumulative effect.

Mr. Winslow asked if the College is tracking headcount and FTSE of recent high school graduates. Vice President Vest stated there is data available and also data that identifies students who are first time full-time and first time part-time. Mr. Winslow stated that College application days at Holbrook and Winslow were well attended by NPC staff, and that in itself raises awareness to local high schools and creates a culture of thinking of educational needs after high school. Long-term changes have to be a cultural change geared toward younger ages about the necessity of technical or other education needs for employment. Mr. Winslow congratulated staff and personnel for the enrollment increase as it reflects the quality of the institution.

4.D. NPC CASO

None.



4.E. Faculty Association

Richard Harris, Spanish and English Faculty, addressed the Board and stated that a faculty survey is being sent to faculty requesting ideas for fundraisers and community service oriented activities for the Faculty Association to participate in, and discussions about working together with CASO for a joint venture are underway. The Faculty Association also has a recommendation on summer time teaching which was sent to the President, and Faculty assignments for the commencement ceremony were handed out to staff.

4.F. NPC Student Government Association

None.

4.G. NPC Friends and Family – Betsyann Wilson

Betsyann Wilson addressed the Board and stated that the building sale has closed and the money invested. Friends and Family now has a small operating budget of \$25,000

Ms. Wilson stated the Pro AM Golf Tournament is scheduled for July 27 and 28th, 2015 at Torreon. She handed out brochures to the Board members, and she reiterated that the majority of money raised from the Pro AM goes directly to student scholarships.

The new grants she had talked about at the last meeting, the Leg Up Grant, \$500 a semester, and the Fill the Gaps grant were both awarded. The Val 153 Scholarship for women in firefighting and EMS careers awarded \$1,082 to a student. The Fire Association will continue to fund that scholarship thanks to Stuart Bishop.

The 40th Anniversary fundraising has raised \$34,600. This has been put into a restricted scholarship account and will be distributed for the upcoming semester. Eventually, NPC Friends and Family would like to be able to provide a full ride scholarship to a student at each campus and center as well as a high school student at every campus and center within two years.

Ms. Wilson stated she went to Whiteriver Center with the executive team for community and student outreach, and stated the Whiteriver Center Manager, Kelly Harvey-Brannon, and Deb McGinty the advisor, have done a wonderful job pulling in and working with the students from the community. One student expressed gratitude to Vice President Vest and President Swarhout for having NPC in Whiteriver as he hopes to bring in other people to get an education too.

Ms. Wilson stated that www.friendsfamily.org was created with the help of Ann Hess and Everett Robinson, and handed out a flyer with the website information. Chair Handorf asked for the call-in information for the next Friends and Family meeting. Ms. Wilson stated she'd get that to her.



Agenda Item 5: Consent Agenda

- A. October 21, 2014 DGB Minutes
- B. Dual Enrollment Intergovernmental Agreement between the Navajo County Community College District and Blue Ridge USD and Hopi Jr./Sr. High School

Mr. Matteson made a motion to approve the consent agenda. Mr. Winslow seconded. The vote was unanimous in the affirmative.

Agenda Item 6: Old Business

6.A. None

Agenda Item 7: New Business

7.A. Award of Emeritus Status – Susan Olsen

Director Hokanson stated that Susan Olsen is being recommended for Emeritus Status. Susan started working at the college as the St. Johns Assistant in August 1987. She quickly moved to Acting Center Manager in 1988 and then Center Manager in 1990. Susan received her Associate of General Studies Degree in the Spring of 1990 and she began teaching Office Education classes during the Fall of 1990. She received her Bachelor's degree from Northern Arizona University in 1997.

In the Spring of 1998 Susan transitioned to White Mountain Campus Coordinator/Campus Operations Manager/Campus Manager. She moved to the Silver Creek Campus in 2001 where she has been the Campus Manager ever since. Susan received her Master of Administration degree from NAU in 2007.

She received her lifetime teaching certificate from the Arizona Department of Education in the areas of Business and Office administration. She was a member of the Honor Society of Phi Theta Kappa Phi, the Golden Key Honor Society, and Phi Theta Kappa.

Mr. Lucero made a motion to approve Emeritus Status for Susan Olsen. Mr. Matteson seconded the motion. The vote was unanimous in the affirmative.

7.B. Award of Emeritus Status – Loyelin Aceves

Director Hokanson stated that Loyelin Aceves is being recommended for Emeritus Status. In 1988 Loyelin began working as a Temporary Registration Clerk. She began working for the college on contract in March of 1993 as a Lab Aide. In 1994 she transitioned to Faculty Secretary Receptionist. In June of 2003 Loyelin transitioned to Secretary for Community Service & NPC Foundation. Then in August 2005 she began her career as Coordinator of Community Services/Education which was recently renamed to Community and Corporate Learning Specialist.



In 1994 Loyelin received her Associate of Applied science degree as a Legal Assistant. She's a member of Phi Theta Kappa.

Loyelin was instrumental in establishing the popular and successful NPC Kids College and has continually expanded the community education courses and instructor recruitment.

*Mr. Matteson made a motion to approve Emeritus Status for Loyelin Aceves. Mr. Lucero seconded the motion. **The vote was unanimous in the affirmative.***

7.C. Request to Approve Award of Meritorious Status – Emma Hillend

Director Hokanson stated that Emma Hillend is being recommended for Meritorious Status In the Fall of 2003, Emma started working as a Faculty Secretary/Receptionist at the Silver Creek Campus. In 2006 her title changed to Assistant to the Campus Manager. Emma had already received her Associate of Applied Science degree when she began working and she earned her second Associate degree of Arts in 2006. She is a Phi Theta Kappa member.

*Mr. Matteson made a motion to approve Meritorious Status for Emma Hillend. Mr. Lucero seconded the motion. **The vote was unanimous in the affirmative.***

7.D. Request to Approve Revision of Policy 1075 – Board Self-Evaluation

President Swarthout stated the first read for Policy 1075 took place at last month's meeting and staff recommends approval.

*Mr. Matteson moved to approve the revisions to Policy 1075. Mr. Peaches seconded the motion. **The vote was unanimous in the affirmative..***

7.E. Request to Approve Revision/Review of Policy 1007, Policy 1010, Policy 1015, Policy 1020

President Swarthout stated the first read for these policies were done at last month's meeting and staff recommends approval. Updating the name of the College's current accrediting agency was the only change.

*Mr. Matteson moved to approve the revisions to Policy 1007, Policy 1010, Policy 1015, and Policy 1020. Mr. Lucero seconded the motion. **The vote was unanimous in the affirmative.***

7.F. Request to Approve 2015-2016 Budget Calendar

Vice President Hatch reviewed the 2015-2016 Budget Calendar with the Board.

Mr. Matteson stated in light of the \$600 million State deficit, cuts will most likely be coming from the Governor's Office and the College budgeting process will most likely be brutal this year. Financial planning will need to be very cautious, and wage increases and any major capital expenditures should be planned for but considered carefully.

President Swarthout stated the Governor Elect has appointed a budget advisory committee, and two appointments to that committee are two of Governor Brewer's financial advisors, Michael



Hunter and John Arnold, who she has had decent conversations with in the past regarding community college funding, with the exception of funding Maricopa and Pima. This may help some of the conversation go a little better for community colleges.

Vice President Hatch stated given the current financial and political landscape, there are many reasons for concern. Vice President Hatch reviewed a history of NPC State Aid revenues, stating that in 2011-2012 State aid was cut, followed up by an additional cut in 2013. There was a slight decrease in the current year, but there was an addition of STEM funding. This year operating State aid could be cut an additional \$36,000 for NPC. By formula, equalization aid is scheduled to go up and NPC is scheduled to receive \$550,000 of additional equalization aid. This funding could be an easy target for budget cuts. The request this year, if it follows formula, for STEM workforce program funding, is for \$21,000,000 for all the Colleges. Again, an amount that would be an easy target for budget cuts.

Equalization is determined by the difference between the base property tax valuation and what actual valuation is. As the state was seeing the rate of decline in valuation greater than Navajo County rate of decline equalization aid went down. This year there may be a slight increase in equalization as there's a flattening of valuation compared to what occurred in Navajo County. It is expected a flattening may occur in upcoming year for Navajo County but the differential will continue to be fairly wide and the approximately \$5 million of equalization aid that the College receives will stay close to the same for the upcoming year.

Mr. Winslow asked if a fixed amount is divided among the three rural community colleges or if the college is entitled to a certain amount. Vice President Hatch stated there are some fixed components to the equalization formula. As an example, the rate that it is distributed on is \$1.37. The College has been under the \$1.37 until 2013-2014 when the College exceeded this rate. Now the \$1.37 component is fixed, but the rest varies with property tax valuation and particularly that differential between the rural districts. There have been times when four community colleges have received equalization aid, sometimes Yuma is included, but for the last several years it's only been three. The other two community colleges that receive equalization aid are Cochise and Graham Counties.

Mr. Winslow asked if the other community colleges look at equalization aid as the rural colleges get a benefit at their expense. Vice President Hatch stated that as equalization aid grows and the system appropriation gets bigger because of equalization, that's when there starts to be some potential for dissatisfaction.

Chair Handorf stated for information purposes that she heard at AADGB meeting that community colleges are now eligible through the USDA for grants related to buildings, equipment and telecommunications. Several community colleges in the state were awarded grants for distance learning. She will send the information to staff. President Swarouth stated that staff has been watching for grants the College may be eligible for.

Vice President Hatch stated that expenditures will at a maximum be flat or possibly proposed reductions in total expenditures, related to the College's State aid funding situation and property



tax assessed valuation situation, but also due to the expenditure limit situation. Staff has begun a draft of the 2013-2014 Expenditure Limitation Report in which breaching of the expenditure limit is anticipated, however, the carry forward funds in the current year are more than enough to offset and to cover the current year's limitation overage, so there would be no reduction in the carry forward balance. This does set the College on a trend for exceeding the expenditure limitation in the next several years. In part, the biggest concern continues to be with ATRA, as they will have more influence than in the past and are planning to run legislation related to how colleges count enrollment for expenditure limitation purposes. Currently colleges provide an estimate, the indication is that they'd like to see it based on audited FTSE, although audited FTSE is lagging data, it would have a huge impact on current estimate versus actual, and would result in the college using carry forward much more quickly.

Staff will expect to propose the same assumptions and will recommend the max property tax levy and also will continue to do slow and steady increases on tuition rates.

*Mr. Lucero moved to approve the 2015-2016 Budget Calendar. Mr. Winslow seconded the motion. **The vote was unanimous in the affirmative.***

7.G. Review of Nursing Accreditation Visit

Vice President Vest stated that Peg Erdman, the Dean of Nursing and Allied Health was present for any questions. The official written accreditation report won't be available until January, but overall the comments from accreditation group were positive, although they did identify some items that needed addressed. The accreditation team expressed a concern about the location of faculty offices as they felt all faculty offices need to be in the same building and each faculty member needs to have their own office. Faculty will need to be moved around for a short-term answer to this.

Mr. Matteson asked the reasoning behind this mandate. Dean Erdman stated its part of Board of Nursing requirements that the college provide either private offices for faculty, or if shared space, they must provide private areas where faculty can meet with students. Presently space is a public work space.

Vice President Vest stated that the Board of Nursing's requirements will need to be taken into account in long-term planning.

7.H. Review of GEAR UP Grant Application

Vice President Vest stated the Gear Up application was submitted to US Dept of Education TRIO program but the grant did not fund. The parameters of the grant were 100 points possible with 8 possible bonus points and the minimum score for award was 105 out of 100, which means to be funded the entity needed to be a federal promise zone or had to score a perfect 100 out of 100 and meet all five of bonus points. The College scored 98, 98, and 97. The College has applied for TRIO grants at least five times, and although it has always scored high it has never been awarded one.



7.I. Request to Approve ADE Grant

Vice President Vest stated staff is recommending acceptance by the Board of \$84,474 for an Adult Education Arizona Department of Education I-Best Award. I-Best stands for Integrated Basic Education and Skills Training model. The College piloted this model where Adult Basic Education concepts of math, reading, critical thinking and integrate into the curriculum. A pilot was done through the Community Garden Project at Painted Desert Campus and the success of that pilot was key to receiving the grant. When a State agency contacts you and asks that your college apply for the grant that speaks a lot to the quality of our programs and that people at the State level are taking notice. The concept of this grant is that the College will take land that has been donated to the College in Holbrook, and Adult Basic Education will be integrated into the construction curriculum. A construction faculty will be hired and an Adult Basic Education faculty member will work with a 20 student cohort who will, in conjunction with Housing and Urban Development, build a house for low-income families in Holbrook. The house will be sold and the proceeds will go back into the program and be used to do further construction at the conclusion of the grant at which time the program should be self-funding.

Betsyann Wilson stated that Dean Belknap has a strong relationship with local Workforce Investment Board and director and that was a key element of being able to get the grant. This partnership is out ahead of what else is happening in the state.

Vice President Vest stated that three things had to happen for the grant to be successful, community members had to want to be involved and donate, which they did, the College had to have a strong partnership and a very strong Workforce Investment Board in the County, which we do, and the College had to take the lead in developing the grant. All three of those things happened.

Mr. Matteson asked where the cost of material buildings is listed, as he couldn't find it in the supporting documents. Mr. Winslow stated it was under Student Learning Supplies in the amount of \$40,000.

Mr. Winslow stated he was supportive of this grant and project because in addition to the results it will get just in the standalone projects, it is a pilot for doing I-Best type training with the College's Career and Technical Training program. This will help our construction program have a completely different relationship with working with students who in the past could not pass the placement test.

*Mr. Winslow moved to accept the Arizona Integrated Basic Education and Skills Training (AZ-IBEST) Project award of \$84,474 for the academic year of 2014-2015. Mr. Matteson seconded the motion. **The motion passed unanimously.***

Agenda Item 8: Standing Business

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

Vice President Vest stated SPASC has continued to work with the QI Team to recommend an implementation for the Quality Initiative. SPASC is working with budget managers on the



upcoming budget cycle, and budget managers' training sessions will be on Wednesday and Friday of this week, to help train them in the new budget processes. The College will be looking at the current strategic plan for this year's planning, but a new strategic plan will be developed by October of 2015.

8.B. President's Report – President Swarthout

President Swarthout stated she just received congratulations from the Higher Learning Commission for being accepted into the HLC Academy for Student Retention. The Academy will begin March 5th and 6th of 2015. This academy will help with the QI project, as well as general goals of retention and persistence. Executive staff is preparing an agenda for a meeting with the Apache County Higher Ed committee on December 3.

8.C. Agenda Items/Informational Needs

Chair Handorf stated the GISS (Governance Institute for Student Success) program on April 24, and 25, 2015 has been canceled, it might be rescheduled to May or June.

Mr. Winslow stated he would like to discuss the proposal to acquire the NATC in context of the budget calendar.

Agenda Item 9: Board Report/Summary of Current Event

None.

Agenda Item 10: Announcement of Next Regular Meeting: December 16, 2014

Agenda Item 11: Adjournment

The meeting was adjourned at 11: 54 a.m. upon a motion by Mr. Peaches, a second by Mr. Matteson, and a unanimous affirmative vote.

Respectfully submitted,



Lisa Jayne
Recording Secretary to the Board

