

Navajo County Community College District Governing Board Meeting Minutes

January 20, 2015 – 10:00 a.m.
Painted Desert Campus, Tiponi Community Center
2251 East Navajo Boulevard, Holbrook, Arizona

Governing Board Member Present: Ms. Ginny Handorf, Mr. James Matteson, Mr. Prescott Winslow, Mr. Frank Lucero, Mr. Peaches arrived at approximately 10:20 a.m.

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: Jeremy Raisor, Daphne Brimhall, Ryan Rademacher, Lowry Flake, Charles Foote, Beulah Bob-Pennypacker, Loyelin Aceves, JoAnn Barnes-Slocum, Cindy Hildebrand, Kelley Harvey-Brannon, Tamara Martin, Shawntel Skousen, Mary Springer, MiAnna Tyler, Terrie Shevat, Bonnie Pastorino, Jay Judson, Jay Szorey, David Glennon, Larry Hildebrand, Peggy Belknap, Lauren Sedillo, John Bremer, Terry McConville, Gandela McConville, Rahime Eaton, Tracy Mancuso, Sharon Hokanson, Everett Robinson, Ann Hess, Maderia Ellison, John Spadaccini, Stan Pirog, Stuart Bishop, Beth Johnson, Linda Kor, Rico Baca.

At 10:00 a.m., Chair Handorf swore in Mr. James Matteson and Mr. Prescott Winslow to office.

Agenda Item 1: Call to Order and Pledge of Allegiance

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

Agenda Item 2: Adoption of Agenda

*Mr. Matteson moved to adopt the agenda as presented. Mr. Winslow seconded the motion. **The vote was unanimous in the affirmative.***

Agenda Item 3: Election of Board Officers

*Mr. Matteson nominated Chair Handorf to remain as chair. Mr. Winslow seconded. **The vote was unanimous in the affirmative.***

*Mr. Matteson nominated Daniel Peaches as Secretary. Mr. Winslow seconded. **The vote was unanimous in the affirmative.***

Agenda Item 4: Call for Public Comment

Lowry Flake addressed the Board and stated he was glad to be here for swearing in and pledge of allegiance. Mr. Flake stated he is a supporter of education and knowledge and wants to emphasize that the tax payers of Navajo county are the owners of NPC, and encouraged the Board to make decisions that are in the best interest of NPC.



Agenda Item 5: Reports

5.A. Financial Position – Vice President Hatch

Vice President Hatch summarized the Financial Position report to the Board.

Mr. Winslow asked if the amount of the transfers is determined by the exact dollar amount needed to balance expenditures for that reporting period. Vice President Hatch stated yes, transfers occur to make sure there are sufficient funds to cover the expenditures for the reporting period. The capital fund however has regular transfers because it is funded by moving money from the general fund to the capital fund.

Mr. Winslow asked if the transfers are made from within the same category or always from the general fund. Vice President Hatch stated transfers are always from the general fund to other funds.

5.B. Human Resources – Director Sharon Hokanson

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

Mr. Matteson asked about the status of the IS Director position. President Swarthout stated it should be posted pending some recommendations for search committee membership. Mr. Winslow asked about the status of the open advisor position at PDC. Director Hokanson stated the position had been opened since the report to the Board was compiled. It will be opened internally for at least seven calendar days.

At 10:31 a.m. Linda Morrow swore in Mr. Daniel Peaches to office.

5.C. NPC CASO

Margaret White, co-chair of CASO, addressed the Board and thanked the Board for their support. She stated spring convocation was January 5, and the CASO retreat was held directly after and was well attended with over 50 members. The salary proposal of 2% went on to College Council and then SPASC and to the executive team. The CASO Newsletter will go out in February. CASO members were invited to participate in a Secret Santa activity during the Holidays. The Warm and Fuzzy recognition program will be handed over to Shawntel Skousen. CASO's non-food drive will take place this spring, and a silent auction during the fall convocation and is a major fundraiser for CASO student scholarships.

5.D. Faculty Association

Ryan Rademacher, addressed the Board and stated the Faculty Association spent some time solidifying a position on the reinvention of SCC which was sent to the executive team. Generally speaking, the Faculty Association is satisfied on how the decision process has been slowed down and had the opportunity to get feedback from the internal community and the external community. The Faculty Association is been considering ideas to honor the memory of Karen Hansen, a faculty member who passed recently, and are considering building a wooden bench with the help from construction faculty and students, or a picnic table with an inscription that honors her memory. At convocation, faculty were asked to give feedback on topics including scheduling, instituting a peer professional development for teaching on the AV system,



and getting back to roots as a community college. At the next meeting, Professor Mark Ford will give a short presentation on his new program in Video and Digital Photography. PTK has a blood drive scheduled for March 28, and are partnering with the Snowflake Fire Department on this. To update the Board, as Chair of Instructional Council, College Council is reviewing articulation agreements and considering revisions to curriculum.

Mr. Winslow asked if the articulation agreement was with a four-year institution. Professor Rademacher stated the articulation agreements were from NAU and U of A.

5.E. NPC Student Government Association

Josh Rogers addressed the Board and stated there are upcoming road trips for SGA, where students go to the three state universities, and one adjoining state university. First trip is at U of A at their Arizona Experience on the 28th. NAU and ASU will be one trip, and the last trip will be to BYU and Utah State University. There will be the annual talent show in the spring, as well as the basketball tournament which will be changing this year with 3 on 3 for more teams and will try to hold it on a Friday/Saturday.

Mr. Winslow asked if visits to four-year institutions include information on how to afford a four-year institution's tuition rate. Josh Rogers stated that part of the conversation includes financial needs and processes.

5.F. NPC Friends and Family – Betsyann Wilson

Betsyann Wilson addressed the Board and stated that NPC Friends and Family Board is slowly evolving, and she is still looking for community members in Winslow, Holbrook, Polacca and Kayenta. Total scholarships added since June 3 for restricted and unrestricted purposes are just under \$56,000, and Frontier Communications and Summit Regional Healthcare Medical Center have stepped up again as friends of NPC and given \$12,000 to support the Pro Am on July 27 and 28 of 2015. They are also partnering to offer a total of \$30,000 in restricted nursing scholarships through NPC Friends and Family for NPC nursing students. This will be \$1,000 scholarships per student per year for the next three years. www.npcfriendsfamily.org is NPC Friends and Family website.

Mr. Lucero asked if the nursing scholarships were for any NPC nursing student. Betsyann stated it was for any nursing student. Chair Handorf thanked Betsyann for the update and commended her for her good work.

Agenda Item 6: Consent Agenda

- A. December 16, 2014 DGB Minutes**
- B. Curriculum Modifications:**
 - 1. Program Deletion - EDU CAS & CP in EDUCATIONAL ASSISTANT**
 - 2. Program Deletion - EDU AAS, CAS & CP IN SPECIAL NEEDS EDUCATIONAL ASSISTANT**
 - 3. Program Modification - WELDING AAS, CAS**
 - 4. Program Modification - COSMETOLOGY AAS, CAS**
 - 5. Program Modification - CONSTRUCTION AAS, CAS**
 - 6. Program Modification - BUSINESS AAS IN MEDICAL OFFICE TECHNOLOGIES**



7. **Program Modification - AUTOMOTIVE TECHNOLOGY AAS, CAS**
8. **Program Deletion - AGS SPECIALIZATIONS:**
 - a. **ECD IN EARLY CHILDHOOD MANAGEMENT, INFANT/TODDLER AND PRESCHOOL**
 - b. **EDU IN SPECIAL NEEDS EDUCATIONAL ASSISTANT**
9. **Program Deletion - EARLY CHILDHOOD DEVELOPMENT AAS, CAS, CP IN SPECIAL NEEDS**

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

Agenda Item 7: Old Business

None

Agenda Item 8: New Business

8.A. Request to Accept the Financial Audit and Single Audit Report for the Fiscal Year Ended June 30, 2014

Vice President Hatch stated the summary of the report was presented in the study session, and expressed appreciation for the staff from the Auditor's General Office for attending. The NPC audit committee in November reviewed the draft of the final Comprehensive Annual Financial Report and the single audit report. Vice President Hatch also pointed out the inclusion of two component units of NPC, the NPC Foundation, now NPC Friends and Family, and NATC which are required to do separate audits. Both had clean audits, and expressed thanks to Betsyann Wilson, and Lauren Sedillo from the Business Office.

This was the College's first annual comprehensive financial report, thanks to the Business Office, Financial Aid, Human Resources, Information Services, Institutional Effectiveness, Marketing, President Swarthout, as well as Maderia Ellison and John Bremer. Vice President Hatch also recognized the timely and professional work of the Office of the Auditor General and expressed appreciation for the working relationship NPC has with their staff.

Vice President Hatch stated staff recommends acceptance of the financial audit and single audit report for fiscal year ended June 30, 2014.

Mr. Winslow asked if there was anything more the Board needed to understand about the capital asset management finding.

Vice President Hatch stated since it is an item directed specifically in the financial audit, it's something the Board should be aware of, but as noted in the report where the finding was identified, what was done to correct it and what the end results are. Vice President Hatch stated the finding has been directed and he does not anticipate any issue with it in the future.

Chair Handorf thanked the audit staff for the guidelines of the process, and all the staff that put together the report.



*Mr. Matteson made a motion to accept the Financial Audit and Single Audit Report for the Fiscal Year Ended June 30, 2014. Mr. Winslow seconded the motion. **The vote was unanimous in the affirmative.***

8.B. Request to Approve Voluntary Employee Separation Agreement

President Swarthout stated staff is proposing a separation plan that would alleviate some future risks for the college under expenditure limitation in the area of personnel. It has been reviewed by the college attorney, and other attorneys have looked over it as well. It allows employees who have been employed for 15 years of full-time continuous employment to elect to separate from the college with a benefit.

Mr. Matteson asked about the approval process. Vice President Hatch stated the Director of Human Resource is the plan administrator and has discretionary power to administer terms, and can interpret and decide terms of eligibility.

Mr. Matteson asked who must approve for each employee. President Swarthout stated that there is no approval anticipated, and that an employee applies and limitations are only on number of applicants accepted.

Mr. Winslow asked what process in the college went through. President Swarthout stated it was treated as a Human Resource matter not a shared governance matter.

Mr. Lucero stated since there's a number limit on the amount of people who can participate in year one, would the ASRS time frame allows for people who are planning to retire sufficient time to change during the process. Vice President Hatch stated that employees will need to attend sessions and obtain information about these issues before making a decision.

Mr. Winslow asked if there will be information about the fiscal impact of this in time to integrate into this year's budgeting planning cycle. Vice President Hatch stated there would be time.

*Mr. Matteson made a motion to approve the Voluntary Employee Separation Agreement. Mr. Lucero seconded the motion. **The vote was unanimous in the affirmative.***

8.C. Request to Approve Hearing Officers

President Swarthout stated each January hearing officers are approved in case they are needed throughout the year.

*Mr. Lucero made a motion to approve the list of hearing officers. Mr. Matteson seconded the motion. **The vote was unanimous in the affirmative.***

8.D. Request to Approve MOAs with Navajo Department of Workforce Development and Navajo-Hopi Land Commission Office

Vice President Hatch stated this is an activity that the Community and Corporation Learning Department has negotiated in response to a request from the Navajo Department of Workforce Development. Agreements provide for organic gardening credit bearing courses that will begin



in March of this year and end in October of this year. The project will be held at Tolani Enterprises in Leupp, and training and materials will be paid for by NDWD in an amount not to exceed \$154,010. The NHLOC will pay for the administrative fees in this project in an amount not to exceed \$23,438.10. The agreements are connected and are contingent upon each other. Staff does recommend approval for the organic gardening project agreements and authorization for Dr. Swarthout to act as signator.

Mr. Lucero asked if the amounts cover the entire costs of the program. Vice President Hatch stated costs are covered as well as administrative fees for the college.

Mr. Winslow asked if Coconino Community College was informed of the program since Leupp is not in the district. President Swarthout stated NPC is working well in crossing county lines into Coconino County. Chair Handorf stated it would be nice to see this kind of program in other locations.

*Mr. Lucero moved to approve the MOAs with Navajo Department of Workforce Development and Navajo-Hopi Land Commission Office. Mr. Matteson seconded the motion. **The vote was unanimous in the affirmative.***

8.E. Review of Whiteriver Construction Mediation

Vice President Hatch stated the skillscenter at the PDC campus has not been without challenges as far as timing of completion and impact the late completion had on NPC. As a result of that, the College is in mediation with Whiteriver Construction, and anticipate mediation will occur sometime in February, and are hopeful that it will occur in time to bring to the Board any action that might need to be taken.

Mr. Lucero asked the dollar amount involved. Vice President Hatch stated as standard in major construction projects, the College is withholding 5% retention. The 5% retention will be almost all utilized for the penalty associated with the lateness of the project. It's not anticipated that Whiteriver Construction will owe the College any money, but \$250,000 is retained that will hopefully be able to stay with the College.

Mr. Matteson asked if the mediation process is occurring in the courts or in private. Vice President Hatch stated it is occurring at a mediation entity that is part of the contractual agreement, and if the College is not successful in mediation, it will move to another step.

8.F. Review of SCC Reinvention Concept

President Swarthout that the administrative team has responded to board member request for specific information regarding the concept, how it affects Silver Creek, Painted Desert, and have included numbers for other campuses and centers where appropriate.

Staff seeks direction from the Board their wishes as far as implementing any changes. President Swarthout reminded the board that some issues that need to be directly fairly soon is the remodeling at WMC for nursing needs that need to be undertaken.



Vice President Hatch reviewed the documents with the board, including personnel changes, and changes in service from Silvercreek, and expenditures and comparisons.

Larry Hildebrand, Terry McConville, Beth Johnson, Charles Foote, Rahime Eaton, Stan Pirog, Thomas Poscharsky, and Lowry Flake addressed the Board with concerns about the proposed plan for a reinvention of Silver Creek Campus. Kelley Harvey-Brannon spoke in favor of it as budgeting limitations call for flexibility.

Mr. Lucero asked why moving administration to SCC was tied with cutting back at the campus. If there's not enough space in Show Low for the Nursing Program, why not move nursing to Snowflake.

President Swarthout stated the College is approved by the Board of Nursing for a program that is specific to the Show Low location. Moving the nursing program to Snowflake is a major change, as a lot of relationships for the nursing program, clinical, practicum, are all in the Show Low area. Major remodeling would also have to be undertaken to move the nursing program from Show Low to Snowflake. Vice President Vest stated the lab space for the nursing program would be the biggest facility problem in moving nursing to SCC.

Mr. Lucero stated he would like to see numbers broken down by counties in the state that show high school graduates attending college outside of their home county, because in his experience, most students from Snowflake/Taylor attend Eastern Arizona College. President Swarthout stated data are not specific to specific community colleges, but statistics show that only 15% of Snowflake students come to NPC. Mr. Lucero asked why Snowflake students aren't attending NPC. Charles Foote stated he feels a community poll would be beneficial in answering this question.

Mr. Matteson asked Vice President Vest if additional in-person classes would still be able to be taught on campus under the new plan. Vice President Vest stated under the proposal a considerable amount of live classroom space would be converted into office space. Some live classroom space would be maintained in order to offer math and English but additional classes could still be offered. The distance education courses that offer the majority of the course content are not affected. The classrooms in the student center where medical assistant and nursing assistant and pharmacy technician programs are not affected. The classrooms in the performing arts center are not affected. However, under this proposal there would not be as much capacity to expand live classes.

Mr. Winslow stated a responsibility of the governing board is to make tough choices when cutting expenses. In addition, stewardship of funds, cutting expenses to maintain eligibility for certain kinds of funding such as Title III, and the expenditure limitation can require cutting expenses because it caps what the College is allowed to spend even though the College has the funds.



Mr. Winslow asked for a best case scenario of enrollment at Silver Creek Campus in light of the College Bound scholarship possibly increasing enrollment, how would that affect the expenditure limitation issue.

Vice President Hatch stated that there are three components of the expenditure limitation, the primary component that the College has any control over is enrollment, which is the population factor. The challenge in the expenditure limit formula is enrollment relative to 1979/1980 is only 1 ¼ more than it was 35 years ago, and the formula calls for a certain percentage of enrollment increase every year. In order for the expenditure limit to expand enrollment would need significant growth. Enrollment increase would help, it would get the College further down the road with the use of credits, but in the next 7-8 years it is doubtful the College can grow enrollment, due to the demographics of the County, enough to address it only through enrollment.

Mr. Winslow asked if the Quality Initiative that deals with retention and completion, which hopefully affects continuing enrollment, could affect enrollment.

Vice President Vest stated that retention has one goal that is the same as recruitment and that is to generate more enrollment for the College. This would have a lot of secondary effects. It would allow to run classes that would otherwise have to be canceled, the advantage of retention efforts is that staff is working with people who have already made a decision to go to college, which for many of our students who are first generations, who are struggling with the very idea that they can be successful, and for whom, even though tuition is low, is a tremendous financial undertaking to be able to do this. From a financial perspective it makes sense for the College to do everything possible to make these students successful. It is also the responsibility of the College to help our students in any way possible toward completion so retention efforts should always be at the forefront of discussions. Retention efforts do not move enrollment much in one year, it is a long-term process. If retention increases 3% in first year due to retention and completion focus, it will be a positive gain.

Mr. Lucero asked if anyone has talked to the Nursing Board about the feasibility of moving nursing program to Snowflake. President Swarthout stated it had not.

Chair Handorf stated that students anywhere, but especially in Navajo County, have to travel to attend. There are students in Navajo county that live far away from any campus or center, and they have to travel to attend. Students in Whiteriver that want to be in the arts have to drive to Snowflake. Blue Ridge students have to travel if they want to go to NPC. Everyone has to travel to get certain things if they want them. Not everybody in Snowflake is in the arts program, not everybody that lives in Holbrook is into Mechatronics. Not everybody in the nursing program is from Show Low. They all have to travel and that's the state of things. NPC serves an area the size of the State of West Virginia. Transportation should be a topic of discussion, but whatever the answer is, communities have to work together to keep the college functioning. We don't want to lose the College over a single issue, and it looks like we're still offering most of the things that have been offered at SCC. The library is important, but this is not the only library in town.



Mr. Matteson stated that the bus line that goes to most of the campuses could be utilized to a greater degree. Maybe reduced bus tickets could be considered for students. He also stated that he does support the proposal with some modifications and fine tuning, but the College cannot drag on until the reaction has to be draconian in nature.

Chair Handorf called for a break at 12:55 p.m.

8.G. Executive Session – Personnel Contract

At 1:03 p.m. Mr. Lucero moved to go out of regular session and into executive session to review a personnel contract. Mr. Matteson seconded the motion. **The vote was unanimous in the affirmative.**

The executive session meeting was adjourned at 1:12 p.m. upon a motion by Mr. Lucero, a second by Mr. Matteson, and a unanimous affirmative vote.

Agenda Item 9: Standing Business

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

Vice President Vest stated the 18-month strategic planning cycle started at convocation on January 6. There were several breakout sessions where the College was asked for their input. Some topics were recruitment, retention, instructional quality, and other ideas. SPASC will be condensing ideas and will send them back out to the College for review and comment. Early in the spring semester, the president and the Board are slated to have a strategic planning retreat. The Board can decide what information they might like to ask SPASC for before this retreat.

Mr. Winslow asked about a streamlined strategic plan for this year. Vice President Vest stated SPASC's goal is to get the strategic plan down to 2-4 strategic priorities that the College can reasonably accomplish in a 1-3 year period.

9.B. President's Report – President Swarthout

President Swarthout stated that the legislature has gone into session, and bill tracking will be sent to board members on Fridays. There are many bills that have no description so bill tracking is vague right now. Two bills that are being carefully watched is a provisional college bill that lowers the permission rate for provisional colleges to become regular colleges, changing the FTSE threshold from 900 to 250. Also, ATRA's mid-year audited FTSE adjustment bill, it's a true-up of estimated to actual audited FTSE six months into the budget year. The Governor's budget reflects an \$8.8 million community college hit that affects only the three large community college systems. Although this is favorable for NPC financially, what it does to the community college system is concerning. Lastly, the proposed communication plan for discussion on Silver Creek is going forward.



9.C. Agenda Items/Informational Needs

Mr. Winslow asked for information that could be provided by email of outstanding balance of the GADA loaned owed by the Town of Taylor for NATC and the years remaining at current rate of repayment.

Agenda Item 10: Board Report/Summary of Current Event

None.

Agenda Item 11: Announcement of Next Regular Meeting: February 17, 2015

Agenda Item 12: Adjournment

The meeting was adjourned at 1:30 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

