

# Navajo County Community College District Governing Board Meeting Minutes

February 17, 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:** Tracy Mancuso, Rich Chanick, Venessa Beecraft, Jim Austin, Larry Hildebrand, Rico Baca, Peggy Belknap, Eric Bishop, Byron Lewis, Mark Juzwiak, Stuart Bishop, Everett Robinson, Ann Hess, Daphne Brimhall, Margaret white, Beth Johnson, John Spadaccini, Rebecca Hunt, Josh Rogers, Stan Pirog, Kelley Harvey-Brannon, Tom Poscharsky, Jennifer Bishop, Naomi Hatch, Shawntel Skousen, Rickey Jackson, Patti Matyas, Maderia Ellison, Sandy Johnson, Joann Barnes-Slocum, Jessica Kitchens, Ryan Taylor, Linda Kor, Beulah Bob-Pennypacker, Sharon Hokanson, Cindy Hildebrand, Marcia Bennett, Paul Moffitt, Kerri Larson, Mindy Neff, Mark Ford.

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

Chair Handorf called the meeting to order at 10:00 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. Lucero seconded the motion. The vote was unanimous in the affirmative.*

## **Agenda Item 3: Call for Public Comment**

Sandra Johnson addressed the Board regarding the Expenditure Limitation problem, stating that she felt the college should attempt a budget override.

## **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 if grant funds are dispersed before they are received from the federal government. Vice President Hatch stated that in most cases the College functions on a reimbursement arrangement with both federal aid for students as well as any grants the College receives from the federal government or the State of Arizona. Mr. Winslow asked if that was common practice. Vice President Hatch stated it was.



#### **4.B. Human Resources – Director Sharon Hokanson**

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

President Swarthout asked if the IS Director position had been posted. Director Hokanson stated it has been posted and is being advertised nationally.

#### **4.C. NPC CASO**

Margaret White, co-chair of CASO, addressed the Board and stated CASO just issued the February newsletter and handed a copy to the Board members. She stated that thirteen NPC students were awarded the All-Arizona Academic Scholarship. Also, Colleen Readell is organizing graduation this year. Shawntel Skousen will take charge of the Warm and Fuzzy awards.

#### **4.D. Faculty Association**

Mark Ford, Faculty in Film and Digital Video, addressed the Board and stated Vice President Vest provided the Faculty Association data about the scheduling issues at SCC. The FA has an ongoing dialogue about the process by which the College handles questions of academic misconduct, plagiarism, and issues of academic standards, as the FA is looking to revise the academic misconduct process. Nominations for Faculty Association officers took place and the FA is finalizing details about handling the commemoration of faculty member Karen Hansen. The Construction Department is building a bench in her honor.

Mark Ford stated he is developing curriculum for Film and Digital Video Program which is presently being reviewed in Instructional Council. As soon as it is approved he will come before the Board to introduce the program.

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

None.

#### **4.F. NPC Friends and Family – Betsyann Wilson**

Betsyann Wilson addressed the Board and stated that Tuesday April 7 is Arizona Gives Day which is sponsored by the Alliance of Arizona Non-profits. This is a 24-hour online opportunity for crowd funding. The link for donation is at [www.npcfriendingfamily.org](http://www.npcfriendingfamily.org), under “events” there’s a link for giving a donation on Arizona Gives Day. On that day she will be asking everyone to send out requests to ten people in Facebook, Twitter, or email to request donations on April 7. First prize for non-profit who raises the most is \$15,000, second \$10,000, and third prize is \$8,000. The non-profit with the most donors overall will receive \$8,500.

Chair Handorf asked Ms. Wilson what a sustaining member donation requires. Betsyann stated just a quick set up of a monthly charge on debit or credit that can be set up from the website as well at [www.npcfriendingfamily.org](http://www.npcfriendingfamily.org).



#### **4.G. SBDC- Tracy Mancuso**

Tracy Mancuso addressed the Board and introduced SBDC staff Rich Chanik, Vanessa Beecraft, and Jim Austin. She reviewed a survey of the SBDC program with the Board and stated the SBDC is part of NPC but also part of national program that is accredited. Rich Chanik addressed the Board regarding the Restaurant Association that was recently developed, stating the purpose of the Association is to help new restaurants succeed by providing training and mentoring. Tracy Mancuso stated the SBDC also sponsors a monthly spot in Maverik Magazine for new businesses. For every \$1 that NPC invests to fund the SBDC Program there is \$3.50 in increased sales revenue generated by businesses in Northeast Arizona, 120 new jobs, and 22 new businesses open.

Chair Handorf asked how often the SBDC grant is renewed. Ms. Mancuso stated it is renewed annually. She also stated that on March 24<sup>th</sup> a Success Award will be given to Randy Nikolato in Round Valley who has a wood products company. Mr. Matteson asked if the businesses are introduced to Google. Tracy stated information provides covers Google, Facebook, Yellow Pages, Yelp, and Urban Spoon and also covers how to get a message that is consistent and targeted. Ms. Mancuso stated that a Facebook workshop is coming soon.

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

- A. **January 20, 2015 DGB Minutes; January 20, 2015 Study Session Minutes; January 20, 2015 Executive Session Minutes**
- B. **Request to Approve Modification of the Associate of Business (ABus)**
- C. **Request to Approve Modification of the following Early Childhood Studies Degrees: Early Childhood Management AAS, CAS; Family Care AAS, CAS, CP; Infant/Toddler AAS, CAS, CP; Preschool AAS, CAS, CP; School Age AAS, CAS, CP**
- D. **Request to Approve Modification of the Fire Science AAS, CAS, CP**
- E. **Request to Approve Modification of the Human Services AAS, CAS, CP**
- F. **Request to Approve Modification of the Mechatronics AAS**
- G. **Request to Approve Modification of the Industrial Maintenance And Operations AAS, CAS, CP**

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

#### **Agenda Item 6: Old Business**

None

#### **Agenda Item 7: New Business**

##### **7.A. Request to Approve Administrator Emeritus Award – Eric Bishop**

Director Sharon Hokanson addressed the Board regarding Eric Bishop's accomplishments during his time at the College. She stated that Eric Bishop began his employment with Northland Pioneer College as Faculty in Computer Information Systems in August of 2006. Eric earned his Associate of Applied Science in Networking Technology from Gateway Community College and his Bachelor of Science in Technical Management from DeVry University. In January 2009 he was awarded his Master of Science degree in Computer Information Systems from Boston University. In January of 2010 he became the Director for Information Services.



Eric has served as an Annual Update Reviewer for the Higher Learning Commission. He is a member of the American Association of University Professors, the Institute of Electrical and Electronics Engineers, the Institute of Electrical and Electrical Engineers Computer Society, and the Association for Computing Machinery. He has taught graduate courses as an adjunct faculty member at Boston University.

As the Director of Information Services, Eric has served as a valued member of the Executive Team at NPC. His knowledge, insight, work ethic, and leadership abilities will be greatly missed by his colleagues.

*Mr. Matteson made a motion to approve Eric Bishop for Administrator Emeritus Award. Mr. Lucero seconded the motion. **The vote was unanimous in the affirmative.***

#### **7.B. Request to Approve Purchase of SmartBoards, Projectors, and Document Cameras**

President Swarhout stated as part of a replacement cycle staff is recommending approval of the purchase of SmartBoards, Projectors, and Document Cameras.

*Mr. Lucero made a motion to approve the purchase of SmartBoards, Projectors, and Document Cameras from CCS Presentation Systems in the amount of \$141,411.60. Mr. Matteson seconded the motion. **The vote was unanimous in the affirmative.***

#### **7.C. Request to Approve Silver Creek Reinvention Plan**

President Swarhout stated that the Silver Creek Reinvention Plan overview and summary has not changed since initially presented. The new item introduced is a phased approach to the project. The phasing would begin and be driven by course scheduling for the next academic year and provides a timeline for the project all the way through to completion on December 31, 2015.

Mr. Matteson stated the course offerings are largely unchanged from what is offered today. He asked if student services would still be offered. Vice President Vest stated student services would still be provided although under the proposal advising would be more limited. In regards to the question of access, by reducing the number of hours of availability, the College does run the risk of not being available when a student requires services.

Mr. Matteson asked if it would be possible to make appointments for advising. Vice President Vest stated it is currently walk-in at most locations, but if the proposal moved forward, moving advising to an appointment model will be considered. Mr. Matteson asked if with proposed office staffing changes, there would be adequate office staff for the business conducted at the campus. Vice President Vest stated that the office staff actually reports to Vice President Hatch but from the student services side, there are peaks and valleys in the registration cycle and it might be necessary to bring in additional staffing during the peaks in order to meet the needs of students. Mr. Matteson asked if that type of staffing would be adequate. Vice President Vest stated in the affirmative.

Mr. Matteson stated he wanted to make sure under the proposed revisions that the students are still going to be served with the campus restructure. Vice President Vest stated advising services



and front office services will be available but not to the extent they are at present but the educational and instructional services offered at Silver Creek will continue.

Mr. Lucero stated that if administration moved to Silver Creek Campus and then enrollment increased, it would be difficult to undue this change and accommodate new enrollment.

Mr. Matteson stated he felt the recommendation for reinvention of student services would work for accommodating students at the current level. He also felt the recommendation to reduce library operations while retaining some library activities also made sense. But in regards to administrative staff, Mr. Matteson suggested there be a four-campus study prepared in advance of any architectural work that would flesh out the problem of moving administration. Mr. Matteson stated he suggests moving ahead with the alterations to student services, the alterations to the library as recommended, but instead of going ahead immediately to architectural design changes to campuses, the study will delineate the changes at each campus. Also, this space plan could be utilized into the three year capital improvement plan.

Mr. Winslow stated he wanted to look over the recommendations laid out to the Board. The last one that suggests the Board “do nothing” which he felt was just another way of saying the Board would kick the can down the road. Mr. Winslow stated kicking the can down the road is unwise and unfair to do to a future Board, as it would leave a future board to make draconian cuts down the line.

Mr. Winslow stated that what’s driving this proposal is the expenditure limitation, which is difficult to talk about because it’s a substantial negative influence that could happen but won’t definitely happen. He stated he’s not willing to cross his fingers and hope that a solution will be coming from the legislature in the near future. The other aspect is a need to reduce expenditures because of reduced enrollment. There is a possibility of a shift at enrollment at SCC, although there is not compelling evidence this will happen. Mr. Winslow stated this Board can justify making these changes due to decreased enrollment as long as there’s nothing that goes into place to make it permanent and irreversible.

Mr. Winslow stated he would need to see more compelling evidence of moving administrators in one location, as he feels that having at least one administrator on each campus is important in a multi-campus system. He would support a move to make the changes to student services and the library and transfer of the faculty, but then would recommend leaving the space vacant until some overall space planning study that can be integrated with the capital facility plan. Vice President Vest stated he wanted to clarify that if the Board moves to not relocate administrators, then there will be nowhere for faculty at SCC to be relocated to. Mr. Winslow stated that was a good point and it would be prudent to not move the faculty until a space planning study was completed to determine if/when faculty should be moved.

Larry Hildebrand, Kerry Ballard, Jason Brubaker, Patti Matyas, Beth Johnson, Tom Poscharsky Byron Lewis spoke in opposition of the SCC reinvention or made a request that the Board give the communities of Taylor/Snowflake some time to turn enrollment around before any





irreversible changes were made. Margaret White spoke in opposition and gave a petition to Chairman Handorf that “demanded” the SCC reinvention be stopped.

Chair Handorf stated she thought waiting could be helpful, and stated the College has offered four new scholarships to students to help with completion which may help increase enrollment. Chair Handorf also clarified that the Board of Nursing’s problem with the nursing program has to do with counseling space, not the program itself.

Mr. Lucero stated it was the same thing. President Swarthout asked if the Board was requesting the Board of Nursing be contacted about moving the nursing program to SCC. Mr. Lucero stated he was requesting that be done. Mr. Lucero also requested College expenditures for NATC.

Mr. Peaches asked what changing student services entailed, if it meant no classroom instruction and teachers at Silver Creek. Vice President Vest stated there is an advisor position at SCC that has been in limbo, the individual who was the academic advisor at SCC is now the Director of Student Services over the advising staff, and one of the questions was whether or not to move forward with filling this position as it was not clear if the Board was going to approve moving this person from SCC or not. It really is just an advising position, whether full-time or part-time.

*Mr. Matteson made a motion to approve student services changes as recommended; implement library changes in conjunction with the community over the next year; and staff and faculty will not be moved until a four-campus study of space planning with cost estimates can be brought to the Board sometime in the summer. Mr. Winslow seconded the motion. **The vote passed with a majority vote.***

#### **7.D. Request to Accept Expenditure Limitation Report**

Vice President Hatch stated the Office of the Auditor General did complete the audit of the College’s Annual Budget Expenditure Limitation report. Staff recommends acceptance of the report.

Mr. Winslow stated that the report basically says that the College met the requirements of the law and that overages were covered by carry forward.

Vice President Hatch stated that was correct. The letter to the Board indicates the College was able to carry forward about \$3.6 million of unexpended tuition, revenues, and in Note 5 it indicates the College did have a need to use \$1.1 million of the carry forward to balance.

Mr. Winslow asked for the total available carry forward balance to the nearest million. Vice President Hatch stated the Auditor General is currently reviewing schedules but at this point there is approximately \$30 million of carry forward. Mr. Lucero asked if the carry forward was limited to certain areas. Vice President Hatch stated there are certain requirements, some of the carry forward credits are to be used in specific areas such as debt services, capitol fund expenditures, but the bulk is tuition which has no limitation.



*Mr. Matteson moved to approve the Expenditure Limitation Report. Mr. Lucero seconded the motion. The vote was unanimous in the affirmative.*

**7.E. Request to Approve Adjustment to Fiscal Year 2013-2014 Adopted Budget**

Vice President Hatch stated staff recommends approval of the adjustment to Fiscal Year 2013-2014 Adopted Budget which reflects the actual expenditures for the year.

*Mr. Winslow moved to approve the adjustment to the Fiscal Year 2013-2014 Adopted Budget. Mr. Matteson seconded the motion. The vote was unanimous in the affirmative.*

**7.F. Review of Introductory Budget Analysis**

Vice President Hatch reviewed the Introductory Budget Analysis with the Board.

Mr. Winslow asked if there were any major grant proposals pending. Vice President Vest stated the College has filed a Student Support Services Trio grant that would be for \$220,000 a year for five years; just under \$1.2 million. Also, a FIPSE grant, Fund to Improve Post-Secondary Education, proposal in conjunction with the school districts in spring that would be well over \$1 million for the College. Mr. Winslow asked if receiving grant awards would affect the College's expenditure limitation. Vice President Hatch stated grant revenues are outside the expenditure limitation.

**7.G. First Read: Salary & Wages 2015-2016**

Vice President Hatch stated staff is recommending an increase in wages by two percent. The Board approved budget assumptions in regard to Salary and Wages are that the College will incrementally increase rates, that the College will consider the competitive market conditions by maintaining a comparative position to the average increases of other local public entities including community colleges in other similar institutions. The shared governance process resulted in a recommendation of a 2% increase, and staff recommends this recommendation go forward with the exception of administrator level positions in which a 1% increase is being recommended.

The Expenditure Limitation has been discussed with the general college community for several years and this concept of wages has also been discussed, and staff has made recommendations in the past that the College needs to stay competitive to make sure that new employees coming in are not coming in at a point that is higher than employees who have served for a number of years. For that reason staff recommends regular increases in wages and salary.

The Proposed Faculty Schedule is included that shows increase along the base by a half a percent. The employees not eligible would be those who are at the bottom of the schedule but with the schedule base being increased that would equate to a 2% increase for all employees who are eligible for a step. Staff is also recommending a 2% to the overload and adjunct pay rates as listed on the schedules. Also the non-exempt employees will receive a 2% increase based on the proposed schedule.



Initial looks at comparable institutions in regards to wages and salary show one institution will propose a 4% wage increase and two other institutions are not planning wage increases. Two additional institutions are not reporting yet.

Mr. Matteson asked why administrators are only being recommended for a 1% increase. Vice President Hatch stated that the proposal gives recognition to the fact that for the most part administrators are more highly paid and a 2% increase in actual dollars is different at the other levels, and the recognition that wage increases need to continue, and not having wage increases is not supportable. And with expenditure concerns, it is one way to make a reduction in expenditures so that the College can continue to address the current expenditure challenges. Mr. Matteson stated that 1% is not keeping up with inflation and that he personally feels it should be higher.

Vice President Hatch stated the expected impact of salary and wages recommendation is approximately \$230,000. The ASRS change reflects a savings of about \$10,000. In regards to health insurance, the Navajo County Schools Employee Benefit Trust has successfully managed double digit increases over the last several years and has had much lower increases. It is anticipated that increases will continue and current estimates is a 4% increase in both employee and dependent coverage. Cost of living is forecasted at 1.9% in 2015 and 2.1% in 2016. Over the next ten years forecasters are expecting inflation to average about 2.2%.

#### ***7.H. First Read: Tuition & Fees 2015-2016***

Vice President Hatch reviewed the proposed 2015-2016 Tuition and Fee Schedule with the Board.

#### ***7.I. First Read: Policy 1087; Definition of Decentralization***

Vice President Vest stated Policy 1087 has not been revised since March of 1998. It does accurately describe the way the College currently functions and operates. President Swarouth would like the Board to review the policy to address any possible changes.

Mr. Matteson stated there are a number of community colleges that have a decentralized model and this policy seems current and relative. Mr. Winslow suggested a comma be added after “flexible” under section 5.

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

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

Vice President Vest stated the College is sending a group of employees to the Higher Learning Commission Persistence and Completion Academy, which is tied directly to the Quality Initiative. The initial meeting for this academy is in St. Charles, Illinois and Vice President Vest, Director Leslie Wasson, and Ann Hilliard, Chair of the QI Team, will report back to SPASC after the visit. The Annual HLC meeting is in March and this year the group attending will be focused on the QI. Also, Rickey Jackson will be presenting research based on work the Developmental Education Division has done over the last two years on student success rates based on offering courses in different timeframes and different modalities. Later in the spring a





group of five will go to the Persistence and Completion Academy itself and that group will be a mixture of student services and faculty who have been working on the Quality Initiative and the PASS project.

### **8.B. President's Report**

Vice President Vest stated that the listening sessions have been constructive and reflects an increasingly engaged community that sincerely wants to try to change the nature of their participation at the campus. Mr. Lucero stated he would like to be notified of upcoming listening sessions.

Mr. Winslow asked if there had been any recent changes at Coconino Community College. Vice President Vest stated he didn't believe there had been any new changes. Over a year ago, due to funding issues they did reduce participation in their nursing program and as a consequence, NPC anticipated seeing, beginning this year, an increased number of applicants to the Winslow program from Coconino County. Mr. Lucero asked if the College is thinking of expanding Winslow for that reason. Vice President Vest stated it will depend on what the pool looks like. Nursing enrollment had shrunk along with enrollment over the last five years. Changes could result in discussions with the Board and the State Board of Nursing.

Mr. Winslow asked if the cap from the State Board of Nursing is above the current enrollment. Vice President Vest stated the current enrollment is capped by the State Board but if the demand in Winslow increased then the State Board could be contacted about a possible increase. Mr. Lucero asked how long of a process that would be. Vice President Vest stated it is difficult to say.

### **8.C. Agenda Items/Informational Needs**

#### **Agenda Item 9: Board Report/Summary of Current Event**

Chair Handorf stated the AADGB is planning to put on a program with the national organization in April. Mr. Lucero stated the Holbrook Library is remodeling the entrance to their building.

**Agenda Item 10: Announcement of Next Regular Meeting:** March 17, 2015. The spring Board Retreat will be March 12, 2015 at PDC

#### **Agenda Item 11: Adjournment**

*The meeting was adjourned at 1:10 p.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

