

Navajo County Community College District Governing Board Study Session Minutes

September 14, 2009 – 10:00 a.m.
1611 S. Main Street, Snowflake, Arizona, 86937

Governing Board Members Present: Bill Jeffers, E.L. Parsons and Daniel Peaches.

Staff Present: President, Dr. Jeanne Swarhout; Vice President, Blaine Hatch; Vice President, Mark Vest; Director of Information Services, John Velat; Recording Secretary to the Board (Acting), Hallie Lucas.

1. Request to Approve Addendum to Intergovernmental Agreement (IGA) with NAVIT – Vice President Hatch
Board members were provided copies of the proposed 2009-2010 Addendum to the IGA by and between NAVIT and Northland Pioneer College for Provision of Joint Technological Education Courses at College Location. Mr. Hatch reported that the college received this request from NAVIT and they expressed an interest in prepaying for some of their services for the current year. Mr. Hatch noted that, typically, NAVIT pays twice per year (mid-year and towards the end of the year). Mr. Hatch added that both the college attorney and auditor have indicated that pre-payment is an option; however, the college would have to provide some type of a discount to NAVIT. Mr. Hatch added that we have proposed a two basis point discount. The discount would be approximately \$65 if the pre-payment amount is \$325,000. Mr. Hatch explained that we believe that is equitable for the college and recommended that the Board approve the IGA.

2. Request to Approve Intergovernmental Agreement (IGA) with Governor’s Office of Economic Recovery - Vice President Hatch

Board members were provided copies of the IGA between the Governor’s Office of Economic Recovery and The Navajo County Community College District Contract #GOER-FY2010-1007. Mr. Hatch indicated that the State Fiscal Stabilization Funding (SFSF) was discussed in a prior Board meeting. Mr. Hatch commented that much of the language in the proposed IGA is somewhat broad and vague; however, the Governor’s Office would like all of the community colleges who are receiving funds through the Recovery Act to sign this IGA. Mr. Hatch explained that the first section of the IGA indicates that the purpose of the agreement is the dollar distribution for the first round, which is just over \$1.3 million. Mr. Hatch added that in follow up conversation, the Governor’s Office indicated that an amendment to this agreement will probably be used for any future distributions. Mr. Hatch commented that it is unclear as to if, or when, the college will receive a second distribution.

Mr. Hatch reported that even though some details are missing, he does not feel that there is anything in the IGA that would cause concern. Mr. Hatch added that exhibits are attached and include the request for reimbursement (Exhibit A) and the initial application for funds (Exhibit B). Mr. Hatch stated that there may be additional reporting requirements in the future. Mr. Hatch went on to say that, as we discussed at the last board meeting, we will be using this \$1.3 million to reimburse expenditures for this past spring 2009 instructional salaries. Mr. Hatch recommended approval of the IGA. Responding to a Board question regarding long, complicated reporting mechanisms and report standardization, Mr. Hatch explained that the Governor’s Office has purchased software to track the funds. Mr. Hatch added that, the Governor’s office has communicated to us that, at this point, they are going to be primarily responsible for meeting all of the Recovery Act reporting requirements; and, the requirements that they will pass on to us will be less onerous. Mr. Hatch noted that we do expect some training on the Windows product reporting package that the State has purchased, although no training has been scheduled yet. Mr. Hatch added that the IGA states that we are required to comply with all reporting.

Chairman Jeffers asked if the college can return the money should reporting requirements and spending restrictions become overbearing. Mr. Hatch replied that he is certain that the college would be able to return the money. Mr. Hatch added that the college would certainly benefit from the \$1.3 million funding. Responding to a Board question, Mr. Hatch stated that there are no matching funds required for this distribution.



3. Request to Approve Purchase of METI Simulator – Vice President Vest

Board members were provided a quote from Medical Education Technologies, Inc. (METI) for the simulator. Mr. Vest said that each year the college receives Carl Perkins funding, which is tied to Career and Technical Education (CTE) direct employment programs. Mr. Vest said that for the past few years, the college has moved away from using Carl Perkins funding to fund positions and, instead, has used funding to purchase equipment and for capital investments for CTE and direct employment programs. Mr. Vest noted that this request is to use the current year Carl Perkins funding to support both the Nursing program and the Emergency Medical Services (EMS) program. Mr. Vest mentioned that one of the issues that we run into in those programs at the White Mountain Campus and the Silver Creek Campus is there are simply not enough pediatric emergency cases at Summit Regional Medical Center for students to receive enough quality clinical time. Mr. Vest stated that the addition of the simulator will allow students to simulate the live pediatric emergencies as seen by students who are attending the nursing program at Winslow. Mr. Vest noted that the students from Winslow can go to Flagstaff which has a much larger patient population, resulting in the number of cases needed for the student clinicals. Mr. Vest indicated that personnel from both the Nursing and EMS programs feel like this will be a huge benefit to our students, especially when they are working on the clinical portion of their programs. Mr. Vest reiterated that this simulator would be completely funded by Carl Perkins funding and that there is no expenditure of college operations money.

Responding to a Board question regarding the expense of \$60,000 without going out to bid, Mr. Vest replied that these are fairly unique items, there is simply not enough variance of this product on the market and there is not wide scale competition. Mr. Hatch said that we do have a sole source procedure that the college uses and we did go through that procedure for this simulator. Mr. Hatch added that the two components that clearly qualify this simulator for sole source are that METI is the only firm that manufactures pediatric simulators and that we currently have simulators from the same company; and, we can use material or software that we currently have for the pediatric simulator.

Chairman Jeffers asked if there were other items considered in lieu of this simulator for the college to use Carl Perkins funds. Mr. Vest replied that we had a series of meetings with the academic deans over the summer where proposals were submitted. Mr. Vest noted that the deans agreed that given our current budget state we should identify and strengthen programs that we feel the college will continue to support regardless of the budget at any given point in time, such as Nursing and Welding. Mr. Vest said that there was discussion among the deans regarding other items; however, there was also a consensus among the deans that the nursing simulator and a couple of fairly big ticket items for welding (which we will bring to the next board meeting) were the most reasonable things to use for Carl Perkins for this year. Mr. Vest added that we do continue to have some Carl Perkins money set aside for Sign Language Interpreting, lab aids, temporary helpers and the Carl Perkins grant manager position. Responding to a question from the Board, Mr. Vest stated that he believes our Carl Perkins allocation this year was \$272,000, approximately \$180,000 of which is available for capital expenditures. He remarked that the simulator would be approximately one third of our capital expenditure allocation.

Responding to a Board question, Mr. Vest stated that this equipment is similar to the manikin “Norman” used to simulate resuscitation. Mr. Vest stated the primary difference is that “Norman” is an adult manikin, and you can’t simulate pediatric emergencies on an adult manikin. Mr. Vest went on to say that because we are in a rural area, with a relatively dispersed and small population, there are not enough pediatric emergencies that come into Summit Healthcare, which results in a shortage of hands-on clinical experiences for our students in the Nursing and EMS programs (includes pediatric life support recertification). Chairman Jeffers asked if the simulator could be used all over the district. Mr. Vest said that it can be moved if it comes necessary. Chairman Jeffers asked if the simulator could be used for an EMS classes at Kayenta or other outlying areas. Mr. Vest replied that it could, but we normally do not offer the more advanced EMS trainings at the centers because there is not enough demand in those areas to support such a course. Chairman Jeffers asked if the hospital in Show Low has this kind of equipment. Mr. Vest said no and that they are very thankful that we are looking into purchasing this type of equipment. Chairman Jeffers asked if the simulator would be used to aid the staff at Summit. Mr. Vest said that they cannot use it without our students present. Mr. Vest stated that one of the requirements of Perkins is that Perkins purchased equipment has to be used for students or individuals who meet the Perkins requirements. Mr. Vest stated that he asked the Nursing and Allied Health staff to get a Memorandum of Understanding (MOU) with Summit Healthcare in the event of



damage to the equipment while housed at their facility. Mr. Vest added that Summit Healthcare has a vested interest and will be happy to do that because they do run their employees through our EMS program and they also hire a lot of our nursing graduates.

Chairman Jeffers asked if the hospital setting is the ideal place to house the equipment. Mr. Vest's response was yes, because some of our students go there for clinical rotations and work on pediatric patients, either in the emergency room or in the pediatric care unit. Mr. Vest added that on days or weeks where there simply is not a large enough pediatric patient population, then there may be simulations of events on the pediatric simulator. Responding to a question from Chairman Jeffers, Mr. Vest said that Flagstaff does not have this type of simulator because their patient population base is large enough that they generate enough pediatric patients. Mr. Vest stated that many of the more critical pediatric cases in Navajo and Apache County actually go to Flagstaff for treatment. Chairman Jeffers asked if our Winslow students needed the simulator in Flagstaff, would it be available. Mr. Vest replied yes, presuming that they would be willing sign a MOU which mainly deals with the cost of the equipment and the liability they would incur if the equipment were to be damaged at their location. Responding to a question from the Board, Mr. Vest said that training is included in the cost.

4. Request to Approve Department of Corrections Contract – Vice President Hatch

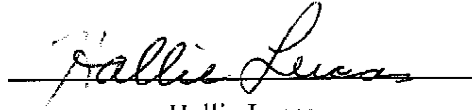
The board members were provided copies of the 2009-2010 State of Arizona Department of Corrections (DOC) Agreement. Mr. Hatch reported that the college has received a contract from the DOC for the current fiscal year. Mr. Hatch added that DOC terminated prior contracts (twice) and it affected our employees at the DOC. Mr. Hatch noted that the contract limit of \$143,250 for the proposed services is approximately one half of the prior contract. Mr. Hatch added that it also limits all of the programs to the Winslow facility. Mr. Hatch stated that the restrictions for the programs are auto, building trades and a half of a computer services program. Mr. Hatch went on to say that with regard to the contract itself, the requirements for both the DOC and the college remain very similar to what they had been in the past. He added that this contract is a one year contract and can be renewed for up to five years. Mr. Hatch recommended that the board approve the contract.

In response to a question from the Board, Mr. Hatch replied that the contract has a cancellation clause. Mr. Hatch said that sixty days notice is required for either party to cancel. Chairman Jeffers asked if the employees we hire realize this. Mr. Hatch noted that those employees are offered special status contracts, which are a contingent upon the continuing nature of this contract. The actual term of the contract could be shorter as evidenced by two prior terminations of the program last year with extremely short notice to the faculty and staff involved. In response to questions from Chairman Jeffers and the Board, Dr. Swarouth said that the sixty day termination policy was included in the two contracts that were cancelled. She also said that 2009-2010 contract affects two and a half employee positions. Dr. Swarouth also noted that one half of an employee position is funded in-kind, so the total is actually three employee positions. She added that, in the past, if you combine our in-kind position and the DOC positions, it has usually been five or more positions.

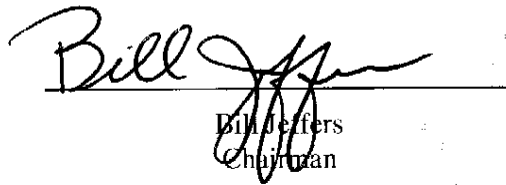
Study session adjourned at 10:27 a.m.



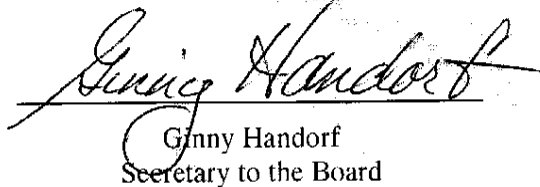
Respectfully submitted,



Hallie Lucas
Recording Secretary to the Board (Acting)



Bill Jeffers
Chairman



Ginny Handorf
Secretary to the Board

