**Navajo County Community College District**

**Governing Board Meeting Minutes**

August 18, 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. Daniel Peaches

**Staff Present:** Vice President Blaine Hatch; Vice President Mark Vest; Director of Information Services PJ Way; Recording Secretary to the Board Lisa Jayne.

**Others Present:** Josh Rogers, Ryan Rademacher, Everett Robinson**,** Stuart Bishop,Margaret White, Tamara Martin, Ann Hess, Bill Fee, Peggy Belknap, Betsyann Wilson, Linda Kor, Bobbi Sample, John Spadaccini, Matt Weber, Maderia Ellison

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

Chair Handorf called the meeting to order at 10:05 a.m. Chair Handorf 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**

None

**Agenda Item 4: Reports**

***4.A*. *Financial Position – Vice President Hatch***

Vice President Hatch reviewed the financial position report with the Board.

Mr. Winslow asked if the total under tuitions and fees included all sources from tuition, such as Pell Grants. Vice President Hatch stated it does include all sources of tuition, even Pell and third party payers.

Mr. Winslow asked why the budgeted $400,000 for the book store was only at 38%. Vice President Hatch stated that budget item also accounts for business and industry training, and revenues from this can be difficult to predict. Vice President Hatch stated that just after this report a contract with the Navajo Nation was signed that will most likely reach the budget goal for next year.

***4.B. Human Resources – Vice President Hatch***

Vice President Hatch reviewed the Human Resources report with the Board.

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

Margaret White, Co-chair of CASO, addressed the Board and stated the CASO held a silent auction during convocation on August 17, 2015, and raised $1,272 for student scholarships. CASO is still selling chocolate bars in the libraries and front offices for additional scholarship fundraising.

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

Ryan Rademacher, the Faculty Association President, stated that the Faculty Association met after convocation on August 17 and largely worked on committee assignments. The Faculty Association is looking forward to having discussions with PJ Way, the new IS Director, regarding some faculty IS concerns, and PASS also updated on progress to FA during this meeting. Art Faculty Magda Gluszek will be spearheading an Empty Bowls project, and the “Make-a-thon” for this will be held on September 11, and September 25, where participants will get a chance to come and make a bowl that will be fired and glazed, and used on November 20th from 11 a.m. – 3 p.m. for a soup and bread sale, in which all money will be donated to the Love Kitchen in Pinetop. Empty Bowls is an organization that raises awareness of and funds for food for the hungry.

***4.E. NPC Student Government Association***None.

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

Betsyann Wilson, Director of NPC Friends and Family, stated Saturday, September 19 is the 3rd Annual Pedal the Petrified. The ride met its rider quota at 200 riders. 75% of the riders are coming from out of the area. Pre-ride check-in event will be held Friday, September 18, the night before the ride between 3 p.m. and 9 p.m., and will be a fun-filled event providing food, vendors and tours of the campus. Director Wilson stated Mr. Matteson will be participating as a volunteer.

NPC Friends and Family just finished its annual financial audit for 2014-2015 fiscal year, and once the Friends and Family Board has approved it, it will be included as a component of the NPC audit. Director Wilson noted that in the White Mountain Independent, the inside front page is all about NPC’s two new MDA and Video Editing Programs, as well as a side bar that lists the College’s recent accomplishes.

**Agenda Item 5: Consent Agenda**

1. June 16, 2015 Regular Board Minutes; June 18, 2015 Teleconference Minutes, June 16, 2015 Executive Session Minutes
2. Dual Enrollment Intergovernmental Agreements between the Navajo County Community College District and Show Low USD; St. Johns USD; Window Rock USD; Holbrook USD; Snowflake USD; Round Valley USD; Red Mesa USD; Ganado USD
3. Intergovernmental Agreement Regarding Northeast Arizona Law Enforcement Academy (NALETA) between the Navajo County Community College District and Town of Eagar Police Department; City of Holbrook Police Department; Town of Pinetop-Lakeside via the Town of Pinetop-Lakeside Police Department; The City of Show Low; Town of Springerville Police Department; City of St. Johns Police Department; City of Winslow Police Department; Town of Snowflake-Taylor and Navajo County Sheriff’s Office
4. Lease Agreement for Metal Arts Program with Mountain Oaks Development
5. Intergovernmental Agreement with Northern Arizona Vocational Institute of Technology (NAVIT)

*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. Request to Approve Transit IGA***

Vice President Hatch addressed the Board and stated the College has participated in the Regional Connector Transit Services since 2009. Other partners include the City of Show Low, Navajo County, Town of Pinetop-Lakeside, and the Town of Snowflake-Taylor. This is a one-year contract with the option of two one-year automatic renewals. The City of Show Low serves as the lead participant for administration, and the College’s role is financial and advisory in nature. Vice President Hatch represents the College on the advisory board. The College contributed $6,036 in the first year, and that rate has stayed around that range, equaling around 11.1% of the total contribution required. Vice President Hatch stated that both students and employees benefit from this transportation program and staff recommends approval of both the resolution that authorizes the College’s participation, and the actual Transit Regional Connector Transit Service IGA.

Chair Handorf asked if the College had been tracking use. Vice President Hatch stated there were not internal numbers. Vice President Vest stated that student numbers were relatively low, less than 200 annual passes were sold last year, but the students that use the bus do not have other means of transportation.

Mr. Winslow asked why the City of Holbrook was not included in the agreement. Vice President Hatch stated Holbrook withdrew from the IGA three years ago citing the cost of the program as well as questioning the benefits to their community.

Mr. Matteson stated 90% of the expense is paid for with federal monies, making it incredibly affordable.

*Mr. Matteson made a motion to approve the Transit Intergovernmental Agreement, as well as the Resolution, as presented. Mr. Winslow seconded the motion. Mr. Lucero voted in opposition.* ***The motion passed with a majority vote.***

***7.B. Request to Approve LCC Pavement Project***

Vice President Hatch stated the City of Winslow Council approved a motion to enter into an Intergovernmental Agreement with the College to improve work on Bales Avenue, which is the roadway that provides access to Little Colorado Campus. Both NPC and the City of Winslow will participate equally in the project, and these improvements would benefit students and other users. Neither the timing or overall cost of project has been determined yet, but after a plan is put together, the plan, with detailed costs, will be brought back to the District Governing Board for approval. Mr. Winslow spoke in favor of the project.

*Mr. Lucero made a motion to approve moving forward with the pavement project at Little Colorado Campus with the understanding that the City of Winslow and NPC would split the cost of the project at a price that will be approved by the Board at a later date. Mr. Winslow seconded the motion.* ***The motion passed unanimously.***

***7.C****.* ***Request to Approve Reroof & Mechanical System Design at Painted Desert Campus***Vice President Hatch stated this project is part of an ongoing project that has been completed at all other campus locations. The roof warranty at the Nizohoni Learning Center at PDC is expiring. The current mechanical units were moved to Nizhoni Learning Center from the old Hermosa Campus, so the units are the same age as all other replaced units. It is recommended that the roof membrane be removed and replaced, and that new mechanical units be installed. Staff recommends that the rooftop mechanical units be purchased separately, a purchase that will be brought back to the Board as a separate item, and the construction project will also be brought back to the Board. The Board is being asked to approve the design, contract administration, and construction administration services, and staff recommends entering into an agreement with DLR Group to provide design, contract documents, and construction administration services for the replacement of the roof membrane, and rooftop mechanical units on the Nizhoni Learning Center at PDC for a cost of $77,850, plus an allowance for reimbursable expenses of $3000.

*Mr. Matteson made a motion to approve the reroof and mechanical system design, contract administration, and construction administration services through DLR Group for a cost of $77,850, plus an allowance for reimbursable expenses of $3,000. Mr. Lucero seconded the motion.* ***The motion passed unanimously.***

***7.D****.* ***Review of Annual Enrollment Report***

Vice President Vest stated the Director of Enrollment Services is required to do an annualized audit of the College’s enrollment that incorporates the fall semester, the spring semester, as well as short-term courses. For clarification, the summer enrollment is the previous summer’s enrollment numbers, not current.

Vice President Vest stated that the national enrollment trend for public community college’s for 2014-2015 was declining. Final figures are not in yet, but will show around a 3% decline nation-wide, and state enrollment decline will be greater than 3%. However, Northland Pioneer College has had a 1.4% enrollment increase, which to date, is only one of two districts in the State that will show an increase, despite the challenges of high schools with shrinking populations, and economic difficulties in the service area.

Mr. Lucero asked if the increase was in a specific area. Vice President Vest stated it was an across the board an increase, but the division of Arts and Sciences had some areas up and some that are down, but an overall small increase in Arts and Sciences, which is the first increase in a few years. Career and Technical Education and Allied Health have had a stronger baseline enrollment because of dual enrollment and NAVIT enrollment in both of those areas. Both had a small increase in non-NAVIT participation. Dual enrollment was down a bit.

Mr. Winslow asked for a board retreat or board meeting drill-down on enrollment. Vice President Vest said that could happen.

***7.E. Update on Proactive Advising for Student Success (PASS) Project***

Director Josh Rogers addressed the Board and stated that currently PASS is reviewing bids and starting the process of choosing a software program. There were five bids on the software that varied in price and package, and the PASS team will be choosing the top 2 or 3 vendors to come to the College and present their product before a decision is made.

Mr. Winslow asked for a future, in-depth presentation on how the PASS program will change the role of college staff and faculty in terms of a increased role in advising.

Director Rogers stated that after the software is implemented those changes will become clearer.

Mr. Winslow asked if there would be a third party evaluator later on in the process. Director Rogers stated a third party evaluator had not been discussed, but the pilot program has been formed and there will be feedback from this group. Vice President Vest stated the Higher Learning Commission Academy will provide external assessment throughout the process.

Mr. Matteson expressed concern that a software program could lead to false alerts. Director Rogers stated there is a lot of human involvement in the program, a flag will only be raised if a faculty or staff feels it needs done, not if the software has determined it. Mr. Matteson asked if these programs have been widely used. Director PJ Way stated they have been, and largely used to help bridge a communication gap, as it is mainly a communication building tool.

***7.I***. ***Executive Session Pursuant to A.R.S. 38-431.03.A.3- Legal Advice***

Whiteriver Construction, Inc. v. Navajo County Community College
District - Case No. CV201500265

*At 11:00 a.m. Mr. Matteson made a motion to move out of regular session into the scheduled Executive Session for legal advice. Mr. Winslow seconded the motion.* ***The motion passed unanimously.***

*At 11:44 a .m. the Board moved back into regular session and adjourned from executive session upon a motion by Mr. Matteson, seconded by Mr. Winslow* ***and a majority vote.***

***7.F. Review of High School Changes to CTE Program***

Vice President Vest stated Mr. Winslow had requested a Board update on changes in high school CTE programs based on funding changes for school districts in the State. NAVIT Superintendent Matt Weber addressed the Board and stated that as budget cuts have come up, NAVIT has tracked central programs, where NAVIT partners with community colleges, as well as high school based programs. Since 2009, NAVIT is down twenty-two programs at the eleven area high schools, and four central programs, three of which were with NPC.

Another issue was decreased busing routes, high schools going from twice a day busing to one time a day, which resulted in reduced enrollment. One of the deepest cuts was when the Arizona Department of Education quit funding general education courses, resulting in the loss of Health Related Occupations and Education Professions programs. Also, the 2011 legislature decided not to fund freshman in JTEDs, which was 40% of NAVIT’s funding.

Since 2009, increased graduation requirements in math and sciences resulted in decreased opportunities for students in CTE courses. Some schools will only market certain programs. However, the skillscenter at PDC has opened up more opportunity for schools in the area.

Superintendent Weber stated that the cuts to JTEDs last year was meant to be 7.5% cut, but the legislature was way off on the percentage – it really is more like a 40-50% cut.

***7.G. Review of Mass Action Plan Exercise Scenario (MAPES)***

Vice President Hatch stated that two weeks ago, through the planning of Stuart Bishop, the College’s Director of Public Safety Education, White Mountain Campus was used for a mass action plan exercise scenario. Emergency service agencies throughout Navajo and Apache Counties participated, and NPC students helped out as role players. It was a mock shooting event with explosives. The College used the event internally to discuss emergency response plans and emergency guidelines. The RAVE system was also tested and was used to contact students and staff through different devices, as well as a new alert system that scrolls across computers in classrooms.

Mr. Winslow asked if any changes were discussed after the exercise. Vice President Hatch stated certainly changes were discussed, but much of the change was probably more of an individual basis rather than to the overall plan and system.

***7.H. Discussion of Board Retreat Date***

Vice President Vest stated October 6 or October 13 has been discussed as possible dates for the fall Board retreat, and wanted to know which date was preferable. Several Board members stated October 13 was a better date.

**Agenda Item 8: Standing Business**

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

Vice President Vest stated the Strategic Planning and Accreditation Steering Committee had a discussion with the College at convocation about the four priorities the College, the Board, and the President had identified in the spring to focus on for the upcoming year. This plan will be presented to the Board at the September meeting for a first read and then will be asked for formal approval at the October meeting. The Board will be apprised of the operational plans as they are developed to give general idea of objectives. SPASC presented a demo of a webpage for the strategic priorities, where key performance indicators (KPI) can be reported.

Mr. Matteson asked if the Director of Institutional Effectiveness would be responsible for keeping tracking of the KPIs. Vice President Vest stated that was the case.

**8.B**. **Agenda Items/Informational Needs**

Mr. Winslow asked for data on the College Bound Scholarship numbers. Vice President Vest stated the cutoff date for the College Bound for fall would be this Friday, and Finish Line scholarship data would be available in October, so this information could be presented at the October meeting.

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

Chair Handorf stated the White Mountain Chorale was hosting a performance this Friday for a fundraiser for Meals on Wheels at Blue Ridge auditorium at 6:00 p.m.

Mr. Winslow stated that he will be working with advisors and teaching a non-credit enrichment class entitled Knowledge About College at Winslow High School.

**Agenda Item 10: Announcement of Next Regular Meeting:** RegularDistrict Governing Board meetingSeptember 15, 2015.

**Agenda Item 11: Adjournment**

***The meeting was adjourned at 12:19 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