

Navajo County Community College District Governing Board Meeting Minutes

October 20, 2015 – 9:00 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: President Jeanne Swarhout; Vice President Blaine Hatch; Vice President Mark Vest; Recording Secretary to the Board Lisa Jayne; Assistant to the President Paul Hempsey.

Others Present: Ann Hess; Everett Robinson; Peggy Belknap; Josh Rogers; Tiffani Martin; Pamela Dominguez; Betsyann Wilson; Ian Graham; Emma Hillend; Jeremy Raisor; David Huish; Ed Gentry; Bobbi Sample; Margaret White; Terrie Shevat; Tracy Mancuso; Tony Hill; Jim Austin, Rich Chanik; Amber Hill; Lonnie Hatch; Beverly Hatch; Stratton Hatch; Jason Labute; Tamara Martin; John Chapin; Rickey Jackson; Beulah Bob-Pennypacker; Stuart Bishop; Kelly Harvey-Brannon.

Agenda Item 1: Call to Order and Pledge of Allegiance

Chair Handorf called the meeting to order at 9:03 a.m. Mr. Winslow 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 auxiliary fund included business and industry training. Vice President Hatch stated it did.

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 that this year Ina Sommers will serve as President, Margaret White will be serving as Vice President, Hallie Lucas will serve as Treasurer, and Danneel Elkins will serve as the Secretary/Archivist to CASO. So far in FY



2015-2016, CASO raised \$294 from candy sales, \$1,234 was raised from the silent auction during convocation and payroll deductions have only raised \$15. Margaret White stated CASO will send out enrollment forms twice a year to try and help boost the amount. The textbook scholarship gave out one scholarship in the summer, and is considering three scholarships for this semester. The Salary Delegate team is contacting other colleges to work on a comparison study for a salary recommendation. CASO will be working with the Faculty Association on the recommendation process. The spring CASO retreat is tentatively scheduled for after convocation if convocation is half a day. Margaret White thanked Vice President Hatch for his encouragement, his service, and his advice to CASO over the years, and stated that he will be missed.

4.D. Faculty Association

John Chapin, Vice President of the Faculty Association (FA), addressed the Board and stated that Ryan Rademacher, the new president of the FA is doing a great job. Committees have been filled, except for a couple vacancies and FA is working on filling those. There was discussion at the last FA meeting about faculty who miss meetings due to having to teach on Friday. This is mainly cosmetology faculty. It was discussed that cosmetology faculty could take on the Sustainability Committee role.

The new ruling from the Higher Learning Commission, the College's accrediting agency, has created quite a bit of discussion among the faculty. Vice President Vest will address this topic at the next FA meeting. There was also discussion about whether software is the best medium to facilitate student retention. The FA will undertake salary recommendation discussions in conjunction with CASO. In addition, faculty seemed in favor of updating the library database after discussion with Stan Pirog, the Head Librarian.

4.E. NPC Student Government Association

Tony Hill, Student Government Association (SGA) Advisor, addressed the Board and stated last month SGA elected Tiffani Martin as SGA President, Carrie Tucker as Vice President, and Elodia Ortiz as secretary. Tiffani Martin, SGA President, stated that SGA is organizing a turkey drive for Thanksgiving in November and looking for a Leadership Conference to attend. The main focus of SGA right now is boosting student attendance.

Mr. Winslow asked if the SGA has considered using the video system to increase student participation. Tiffani Martin stated that currently the SGA meets two Fridays each month on the video system.

4.F. NPC Friends and Family – Betsyann Wilson

Betsyann Wilson, Director of NPC Friends and Family, addressed the Board and stated that this year's Pedal the Petrified was a huge success with 186 riders participating; 70% of the riders coming from out of the area. There was overwhelming positive feedback from riders, and Director Wilson stated that there should be many returning riders next year. For the September 17, 2016 ride, there will be plans to increase registration numbers to 250 riders, and there will be a competition for riders to raise sponsorships for the ride, which should increase the level of scholarship fundraising.



Director Wilson reminded the Board that Arizona Gives Day is on Tuesday, April 5, 2016. Also, on Saturday April 30, 2016 NPC Friends and Family will host a golf tournament at Silver creek Golf Course as a new fundraiser. The tournament will include four person teams that will involve local people; cost will be \$125 per person, or \$400 per team. Registration for the golf tournament will be opening soon. Director Wilson thanked Mr. Matteson for introducing her to a contact at Tate's Auto who will be sponsoring the golf tournament. She requested that if other Board members have potential contacts to please feel free to introduce her.

In addition, the Emergency Fund NPC Friends and Family adopted from CASO provided emergency funds to two students this month, and the 40th Anniversary Scholarship gave out \$5,800 in scholarships. There were four Fill-the-Gap Grants awarded at each campus. The Leg-Up Scholarship will be opened up to students again.

4.G. Small Business Development Center – Tracy Mancuso

Tracy Mancuso, Director of NPC's Small Business Development Center, stated that NPC's Small Business Development Center has earned one of the few 2015 Center of Excellence awards. Director Mancuso stated that SBDC staff, Richard Chanik and Jim Austin, creates economic impact by working with businesses one business at a time. For 2014, the SBDC helped provide three new jobs per week. \$3.6 million of new sales are generated by businesses working with an SBDC advisor, resulting in an average of \$102,000 in new capital being put into the local economy. Twenty-two new businesses received SBDC assistance in 2014.

Director Mancuso introduced Richard Chanik who represents SBDC in Apache County. Mr. Chanik addressed the Board regarding his work in Apache County.

Director Mancuso reminded the Board that the SBDC cannot advertise, and asked for help getting referrals to SBDC.

Mr. Winslow asked if SBDC helps businesses apply for SBDA loans. Director Mancuso stated they do help business owners work through SBDA loan packets.

Agenda Item 5: Consent Agenda

- A. September 15, 2015 Regular District Governing Board Minutes; September 21, 2015 Teleconference Minutes
- B. Dual Enrollment Intergovernmental Agreements between the Navajo County Community College District and Whiteriver USD; Heber-Overgaard USD; Hopi Jr./Sr. High

*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 Administrator Emeritus Status – Blaine Hatch

*Mr. Winslow made a motion to Approve Blaine Hatch for Administrator Emeritus Status. Mr. Matteson seconded the motion. **The motion passed with a unanimous vote.***

Dean Peggy Belknap presented Blaine Hatch with Administrator Emeritus Status.

Vice President Hatch stated he will miss the people at the College, and expressed appreciation for their dedication to the students and the institution. He thanked Terrie Shevat, his assistant, for all her help over the last twelve years, and also stated that President Swarouth has demonstrated a commitment to this institution that is unequalled, and thanked the Board for the dedication.

7.B. Request to Approve the Native American Serving Non-Tribal Institutions Program (NASNTI) Grant

Vice President Vest addressed the Board, and stated that the College has had a Title III Part A Project titled Project Eagle for the past five years which closed out in October. In June, the College applied for a new version of Title III with a project in mind, and recently found out it had been awarded in the amount of \$350,000 a year for five years. This grant will allow the College to develop and implement another distance education channel outside of the College to use in cooperation with area high schools to provide a range of dual enrollment courses to be taught by College faculty that will expand dual enrollment offerings to students in the service areas, lowering costs for the school districts.

Mr. Winslow asked if this would help solve the challenges high schools have in finding faculty that are qualified to teach dual enrollment. Vice President Vest stated it would. Mr. Winslow asked if there is a way to keep track of how College Bound Scholarship interacts with the new expanded dual enrollment offerings. Vice President Vest stated tracking what percentage of the new students take advantage of College Bound would be done. Mr. Winslow asked if dual enrollment courses would be offered during the day. Vice President Vest they would. Mr. Winslow asked if that was a requirement for dual enrollment courses. Vice President Vest stated that was also true. Mr. Winslow asked if staff anticipated that expanding dual enrollment courses would allow the College to save money on College Bound funding. Vice President Vest stated that both dual enrollment and College Bound is a tuition waiver. However, since a number of districts that could be involved in the dual enrollment have low utilization of College Bound due to their distance from a center, an increase in dual enrollment is anticipated. Mr. Winslow stated he thought it was a great idea. Chair Handorf stated this was clearly good for the College, and good for communities.

*Mr. Matteson made a motion to approve the Native American Serving Non-Tribal Institutions Program (NASNTI) Grant. Mr. Winslow seconded the motion. **The motion passed with a unanimous vote.***



7.C. Request to Approve 2016-2017 Strategic Priorities

Vice President Vest stated that the only changes SPASC made to the Strategic Plan since the first read was to shuffle the bullet points under *Technical Support for the College Community* for clarification purposes, and also, given staffing challenges, reassigned some tasks to a different administrator.

Mr. Winslow asked if training on the PASS software was included. Vice President Vest stated it was.

Mr. Matteson made a motion to approve the 2016-2017 Strategic Priorities as presented. Mr. Winslow seconded the motion. The motion passed with a unanimous vote.

7.D. Review of the Space Use Study

Vice President Hatch stated that a contract was signed October 6 with architect John Jarchow to complete the space use study. Mr. Jarchow will be attending the retreat later in the day in order to discuss the scope of the study. It is anticipated that a draft report will be complete in December, and within 30 days of the draft there should be a final report.

Mr. Lucero asked if the space use study was to redo “the building.” Vice President stated that was not its purpose. Mr. Lucero stated it was strange that an architect was going to do the study. Vice President Hatch stated utilization studies are often taken on by architectural firms, and that Mr. Jarchow’s background with community colleges shows he has the appropriate skill set and experience to complete the study. Vice President Hatch stated that study data will be provided by the College to be utilized by Mr. Jarchow to review and analyze. He will evaluate the four campuses, look at current capacity, how it is used currently, identify limitations, and make recommendations for improvements. It is anticipated that he will also make recommendations for the appropriate and most efficient use of current facilities. Mr. Lucero asked about how Mr. Jarchow proposed to get input from the communities. Vice President Hatch stated Mr. Jarchow will meet with people in formal and informal settings.

Vice President Hatch expressed appreciation for Mr. Matteson’s help in identifying potential professionals for the study since one of the major challenges was finding someone willing to take this relatively small project on.

Further discussion ensued in regards to Mr. Lucero’s confusion about the purpose of the space use study.

7.E. Request to Approve Contract for Student Retention Management Solution Software

Vice President Vest stated the PASS team invited three different vendors in to provide demonstrations of their products, and all faculty and staff were invited to participate. After, the PASS team solicited comments and recommendations from all of the participants. The majority of responses favored Hobsons, Inc. Star Fish software, a program heavy on communication. Star Fish allows staff involved in student contact to update the communication software so everyone is informed about student progress.



Star Fish offers the possibility of student participation in the software as well. This is a three year contract that includes training and time for use. At the end of the contract term the College can reevaluate for renewal or can even consider other options.

Mr. Winslow asked if the new software could track transportation and childcare issues for students for the study committees on these two topics. Vice President Vest stated he believed the new software could be used for this.

Mr. Winslow asked if the software would be integrated into the SOAR training. Vice President Vest stated it would.

Mr. Lucero asked about confidentiality for the student. Vice President Vest stated this software would be used just like the current student information system- personnel would have access as needed. There are no concerns about FERPA protection or student confidentiality issues. Mr. Lucero asked how long the student data would be kept. Vice President Vest stated that topic would need to be discussed further, but typically, as far as student concerns it would be a semester-to-semester database. Advising notes, however, would be beneficial to be kept long term.

Mr. Matteson asked if faculty had input in selecting the software. Vice President Vest replied in the affirmative. Mr. Matteson asked if there was an early-out option to the contract if it didn't work as advertised. Vice President Hatch stated the contract is for three years with no early-out option. Vice President Vest stated there is some concern about software implementation in general. Training will need to be a priority. The PASS team will be going to Coconino Community College to observe the program in use. Mohave Community College has also offered to let the PASS team come and observe there as well. Coconino is in their second year of use and Mohave is in their third year.

Mr. Lucero asked if it is compatible with the College's current software. Vice President Vest stated it is compatible with Jenzabar CX, and also works with Moodle.

*Mr. Peaches made a motion to approve the three year contract with Hobsons, Inc. for Star Fish Student Retention Management Solution, in the amount of \$101,000. Mr. Matteson seconded the motion. **The motion passed with a unanimous vote.***

7.F. Request to Approve Contract for LCC Sidewalk Improvements

Vice President Hatch stated the College requested bids for sidewalk improvements at Little Colorado Campus. There was one bid in the amount of \$59,592.17 from McCauley Construction, which included taxes. The College has worked with McCauley in the past.

Mr. Lucero recused himself from the discussion and vote.

Vice President Hatch reviewed the project with the Board, stating staff recommends approval of the contract.



Mr. Matteson asked if the project would bring the campus into ADA compliance, Vice President Hatch stated it would.

*Mr. Matteson made a motion to approve the contract for Little Colorado Campus sidewalk improvements with McCauley Construction in the amount of \$59,592.17. Mr. Winslow seconded the motion. Mr. Lucero recused himself. **The motion passed with a majority vote.***

7.G. Request to Approve Contract for SCC Drainage & Landscaping

Vice President Hatch stated a request for proposals was issued to address drainage issues at Silver Creek Campus. Two bids were received, one from Navapache Equipment Services, \$100,491.96 including tax, and the second from Western Grade for \$111,802. Vice President Hatch reviewed the project with the Board.

Mr. Winslow asked if the project was anticipated and if funds for the project were included in the 2015-2016 capital budget. Vice President Hatch stated the project was anticipated and planned for.

*Mr. Matteson made a motion to approve the contract with Navapache Equipment Services in the amount of \$100,491.96 for drainage and landscaping improvements at Silver Creek Campus. Mr. Peaches seconded the motion. **The motion passed with a unanimous vote.***

7.H. Request to Approve Contract for WMC Drainage & Landscaping

Vice President Hatch stated a request for proposals was issued for a drainage and landscaping project at White Mountain Campus. Two responses were received, one from Navapache Equipment Services for \$104,767.73, and one from Western Grade in the amount of \$111,700. Vice President Hatch reviewed the project with the Board, stating that staff recommends approval of the request to approve a contract with Navapache Equip Services in the amount of \$104,767.73.

*Mr. Matteson made a motion to approve the contract for \$104,767.73 with Navapache Equipment Services for the drainage and landscaping project at White Mountain Campus. Mr. Winslow seconded the motion. **The motion passed with a unanimous vote.***

7.I. Review of Higher Learning Commission Guidelines for Qualified Faculty Requirements

Vice President Vest stated the Higher Learning Commission who issues accreditation in 19 states, including Arizona, has identified new guidelines for the number and type of credit instructors are required to have in order to teach general education course work. HLC is not clear if this is specifically referring to university transfer course work only. Currently the College follows the old guidelines of 18 graduate level hours in a field outside a degree field to teach general education coursework, or a combination of 24 undergraduate upper division, and graduate hours in that discipline.

NPC is scheduled for an HLC visit in 2019 so will need to be in compliance by then. Vice President Vest stated the College has been very conservative in the selection process for faculty



teaching general education courses, and are in good shape compared to some colleges and universities who use graduate students to teach courses. Since there are many concerns about these guidelines, this will be a major topic during the Higher Learning Commission conference in April 2016. The College is currently doing an audit of current faculty credentials in preparation of addressing the new guidelines.

President Swarthout stated the large number of institutions doing dual enrollment with unqualified faculty is an issue being dealt with by these new guidelines, but noted that NPC is in good shape.

7.J. Review of iBest House Project

Vice President Vest stated that in conjunction with WIA, 15 students at various stages of obtaining their GED are receiving course credits in construction. These students are moving toward a national credential in construction, and have already received a credential in work force readiness.

7.K. Request to Approve Hopi Tribal Housing Authority Contract

Vice President Vest stated this contract is in many ways a repeat of a project previously run in conjunction with the White Mountain Apache Tribe for a construction project several years ago but on a smaller scale with the Hopi Tribe. This will involve only 10 students, and will be a positive partnership with the Hopi Tribe, as it brings students into the center and will allow them to work on their academic career after completion of this program. So the Tribe will provide work to its members through this project and students will get hands on training and the College will graduate a group of students with a national credential that will take them right to work after graduation.

Mr. Winslow asked if contacts made at the outreach meeting helped bring this contract about. Vice President Vest stated this project was a direct result of contact from the outreach.

Mr. Peaches made a motion to approve the Hopi Tribal Housing Authority Contract. Mr. Matteson seconded the motion. The motion passed with a unanimous vote.

7.L. Review of College Bound and Finish Line Scholarship Utilization

Vice President Vest stated that College Bound Scholarship was extended into the summer, as many students would prefer summer courses. There was a significant increase in College Bound use from 2014 to 2015. The 50% reduced summer tuition resulted in tripled College Bound usage numbers, although there was a dip in Finish Line utilization, which was expected. It appears that the fastest expansion of College Bound from the high schools is by word of mouth. It is hopeful that the Title III Grant will expand usage of the scholarships.

7.M. Request to approve NATC Pavement Improvement Project

Vice President Vest stated this is a request by the NATC Board to utilize the remaining state funds allocated for capital improvements, in the amount of \$6,500. This was previously reviewed by the NATC Board and Director Stuart Bishop.



Mr. Matteson clarified the project entailed crack sealing. Vice President Vest stated it was a crack seal project. Mr. Matteson asked if there was any anticipation of the project running over budget as has happened in the past with asphalt repair projects at NATC. Vice President Hatch stated since crack sealing was done as recently as last year, it is not anticipated to run over budget. Mr. Lucero asked how much over budget the project ran last time. Vice President Hatch stated the project initially was scheduled to run \$24,000, and ended up being around \$34,000-35,000, a 30% overrun. Mr. Lucero asked if testing was ever done on the track. Vice President Hatch stated the track is usable at this point in time, and continues to be usable, so testing would only take place if there were any other recommendations for its upkeep outside of crack sealing.

Mr. Matteson made a motion to approve the contract with Hatch Construction for the NATC Pavement Improvement Project in the amount of \$6,500. Mr. Winslow seconded the motion. The motion passed with a unanimous vote.

Agenda Item 8: Standing Business

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

Vice President Vest stated SPASC is beginning the operational planning process in which draft reports will be reviewed and approved for the budgeting process. Staff will review operational plans one by one with the Board.

8.B. President's Report

President Swarhout stated the College is currently waiting for the next and last date for the Expenditure Limit Study Committee to meet, there is no upfront activity at this point. President Swarhout stated there will be an item from Information Services that will require Board action before the next board meeting and so there is a need to schedule a teleconference board meeting before Oct 30.

8.C. Agenda Items/Informational Needs

Mr. Winslow requested an update on the competitive environment, and status of funding challenges Coconino Community College is facing, as well as the status of a request for a new tribal college in the NPC service area, and a discussion on provisionals.

Chair Handorf noted there was a typo in the PASS software contract, regarding Limitation of Liability the word “fess” appears instead of “fees”.

Agenda Item 9: Board Report/Summary of Current Event

Agenda Item 10: Announcement of Next Regular Meeting: Regular District Governing Board meeting November 17, 2015.

Agenda Item 11: Adjournment

The meeting was adjourned at 11:02 a.m. upon a motion by Mr. Matteson, a second by Mr. Winslow, and a unanimous affirmative vote.



Respectfully submitted,

Lisa Jayne

Lisa Jayne
Recording Secretary to the Board

APPROVED

