

Navajo County Community College District Governing Board Meeting Minutes

October 20, 2009 – 10:30 a.m.

1611 S. Main Street, Snowflake, Arizona, 85937

Governing Board Members Present: Bill Jeffers, Ginny Handorf, Daniel Peaches and A.T. Siquah.

Staff Present: President, Dr. Jeanne Swarhout; Vice President, Blaine Hatch; Vice President, Mark Vest; Recording Secretary to the Board, Russell Dickerson.

Others Present: Everett Robinson, Ann Hess, Peggy Belknap, Matt Weber, Sandra Johnson, Mira White, Kate Dobler-Allen, Regan Tsosie, Daniel Murray and Preston Romero.

Agenda Item 1: Call to Order and Pledge of Allegiance

Chairman Jeffers called the meeting to order at 11:10 a.m. Ms. Handorf led the Pledge of Allegiance.

Agenda Item 2: Adoption of Agenda

Mr. Siquah moved to adopt the agenda as presented. Ms. Handorf seconded the motion. *The vote was unanimous in the affirmative.*

Agenda Item 3: Invitation of Public Comment

No public comment.

Agenda Item 4: Reports

4.A – Financial Position Report– Vice President Hatch

Mr. Hatch reported that for the period ending August 31, 2009, the college is two months into the fiscal year and is 17% of the budget period has expired. Mr. Hatch reported that September and October may not give the college a good indication of where property taxes are due to the fact that property tax bills were mailed out late. Mr. Hatch anticipates that information received by mid-December will allow the college to have a better sense of property tax trends for the year. Mr. Hatch reported that investment earnings are on target at 17%. Mr. Hatch reported that for the general fund, the college is at 18% which is typical for where the college would be in all general fund categories. General fund expenditures are at 11% and are primarily driven by slightly lower salary and wages during the first months of the fiscal year. Mr. Hatch reported that expenditures from the unrestricted plant fund are approximately \$260,000 and are associated with the completion of several projects. Mr. Hatch reported that there is no planned expense activity in the retirement of indebtedness account and that the college will continue to receive secondary property tax funds. Mr. Hatch reported that the restricted, auxiliary and agency funds are where they are expected to be at this point in the year.

4.B – CASO Report – Mira White

Mira White reported that CASO is currently in the process of revising its bylaws, is continuing to work with the Faculty Association on a new shared governance procedure and is preparing for the upcoming Higher Learning Commission visit. Ms. White reported that CASO will hold an annual meeting on November 20, 2009 at the Silver Creek Campus. Responding to a question from Chairman Jeffers, Ms. White explained that CASO bylaw revisions have become an ongoing process citing a decrease in staff participation.



4.C –NPC Faculty Association –Dr. Sandra Johnson

Dr. Johnson reported that the main focus of the Faculty Association is the upcoming HLC visit and that a student information sheet has been distributed to full time and adjunct faculty members for presentation to students during classes. Dr. Johnson reported that she has been asked to set up meetings between faculty and HLC visiting team members at all four campuses. Student meetings have also been set up and instructors who have class during the meeting are encouraged to have their students attend. Dr. Johnson estimated that about 58 (duplicated count) faculty members serve on 17 subcommittees currently in place as part of the existing shared governance procedure. Dr. Johnson reported that 9 faculty members have volunteered to serve on the newly formed budget committee.

4.D. – Student Government Association

NPC Student Government Association President Daniel Murray, Vice President Regan Tsosie and Secretary Preston Romero introduced themselves to the Board. The newly elected SGA officers expressed the desire to increase student involvement in various student organizations and to, as a college organization, assist with sustainability initiatives. Mr. Murray reported that the officers recently attended the Southwest Leadership Conference in Tucson, Arizona and that it was a great learning experience. Mr. Murray reported that SGA will work on this year's February 27th student dance and April 17th annual talent show, both of which were successful last year. Mr. Murray reported that Jessica Heber and Brandy Hatch have been elected to serve on College Council and that SGA will meet on November 20th at 2 p.m. in the video I classroom.

4.E. – NPC Foundation

No report.

Agenda Item 5: Consent Agenda

Mr. Peaches moved to approve the consent agenda as presented. Ms. Handorf seconded the motion. ***The vote was unanimous in the affirmative.***

Consent Agenda: (Action):

- A. September 14, 2009 Study Session Minutes
- B. September 14, 2009 Regular Meeting Minutes

Agenda Item 6: Old Business

- A. None.

Agenda Item 7: New Business

7.A. – Request to Adopt the NPC 2009-2012 Strategic Plan – President Swarthout

Dr. Swarthout presented a request to adopt the 2009-2012 Strategic Plan as discussed at the Board retreat and in study session. Ms. Handorf moved to adopt the 2009-2012 Strategic Plan as presented. Mr. Siquah seconded the motion. ***The vote was unanimous in the affirmative.***

7.B. – Request to Approve Dual Enrollment Intergovernmental Agreements (IGA) – Vice President Hatch

Mr. Hatch presented the staff recommendation for approval of dual enrollment IGAs between the college and the Joseph City, Pinon, St. Johns, Sanders, Snowflake and Winslow school districts as discussed in study session. Mr. Siquah moved to approve the dual enrollment IGAs as presented. Mr. Peaches seconded the motion. ***The vote was unanimous in the affirmative.***



Agenda Item 8: Standing Business

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

Dr. Swarhout notified the Board that there is no formal report to the Board as members are making final preparations for the HLC visit.

8.B. – Human Resources Update – Peggy Belknap

Ms. Belknap reported that the Apache Families First Coordinator and NPC Bookstore Manager positions have been filled. Ms. Belknap provided a brief oral summary of the remaining 5 open positions as presented in the Human Resources update. Ms. Belknap announced that Art Faculty Chair Lee Sweetman has announced her retirement after 30 years of service and that Ruth Creek-Rhoades and Debra Holt have resigned their positions. Ms. Belknap also announced that supervisory training took place on October 14th at the Painted Desert Campus.

8.C. – Arizona District Governing Board Association (ADGBA) Report – Ginny Handorf

Ms. Handorf reported that the primary focus of the Association is the creation of a handbook of instructions for District Governing Board members that will include useful references to State statutes. Ms. Handorf announced that ADGBA officers are planning to attend Governing Board meetings throughout the state to distribute the reference materials and answer questions. Ms. Handorf also announced that Maricopa has been asked to host an upcoming Governing Board National Conference in March. Ms. Handorf commented that continued association with the ADGBA is beneficial to the college and that she has learned a great deal.

Agenda Item 9: President's Report – President Swarhout

Dr. Swarhout requested that Board members be available for an October 23rd Board teleconference meeting regarding the award of a printing contract for 2010 class schedules. Mr. Vest reported that the printing company previously utilized by the college was disqualified from the bidding process and added that Board members will be asked to approve a printing contract with an alternate vendor. Mr. Vest noted that the proposed contract is for an amount greater than \$50,000 and requires Board approval. Dr. Swarhout announced that she has met with David Young of ASU to begin work on a transfer agreement that will hopefully be brought before the Board in the spring. Dr. Swarhout reported that she was pleased with the meeting and that a future agreement may make NPC a model for Associate of Applied Science transfers to the universities. Dr. Swarhout informed Board members that she will travel to Phoenix for APASC leadership meetings and governor's office meetings.

Agenda Item 10: Board Report/Summary of Current Events

Ms. Handorf announced that performances of "Doubt" and "You're a Good Man Charlie Brown" will be presented at the Performing Arts Center in November. Dr. Swarhout encouraged meeting attendees to take in the student art show currently on display in the Talon Gallery at the White Mountain Campus. Everett Robinson announced that the annual NPC Foundation meeting will take place on Thursday and interested parties should contact Lance Chugg. Chairman Jeffers reported that the NPC Rodeo Club has been successful and received good publicity, has many talented members, and has seen an increase in membership.

Agenda Item 11: Announcement of Next Regular Meeting:

Chairman Jeffers announced that the Board will meet via teleconference on Friday, October 23rd. Dr. Swarhout invited Board members to meet with the HLC visiting team on Monday, October 26th, at 1:30 p.m., at the Painted Desert Campus. Dr. Swarhout also invited Board members to attend the HLC exit interview on Wednesday, October 28th at SCC. The next regular Board meeting is scheduled for November 17, 2009.

Agenda Item 12: Adjournment

At 12:00 p.m. the meeting was adjourned upon a motion by Ms. Handorf, a second by Mr. Peaches and a unanimous affirmative vote.



Respectfully submitted,

Russell Dickerson

Russell Dickerson
Recording Secretary to the Board

Bill Jeffers

Bill Jeffers
Chairman

Ginny Handorf

Ginny Handorf
Secretary to the Board

