

Navajo County Community College District Governing Board Meeting Minutes

November 17, 2009 – 11:00 a.m.
2251 Navajo Boulevard, Holbrook, Arizona, 86025

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

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

Others Present: Mira White, Ann Hess, Everett Robinson, Beulah Bob-Pennypacker, Maderia Ellison, Matt Weber, Linda Kor, Karalea Kowren, Peggy Belknap, Kate Dobler-Allen, Susan Olsen and Sandra Johnson.

Agenda Item 1: Call to Order and Pledge of Allegiance

Chairman Jeffers called the meeting to order at 11:01 a.m. Mr. Parsons led the Pledge of Allegiance.

Agenda Item 2: Adoption of Agenda

Mr. Parsons moved to adopt the agenda as presented. Mr. Peaches 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 – Vice President Hatch

Vice President Hatch reported that, as of the end of September 2009, the college is one-quarter through the fiscal year. Mr. Hatch reported that general fund revenues are at 18% of budgeted amounts, primary property tax collection is at 2% and that State aid, tuition and fees are at expected levels. Mr. Hatch added that investment earnings are slightly below levels to remain on target. Mr. Hatch reported that transfers have been made from the general fund to the unrestricted plant fund. Mr. Hatch reported that general fund expenditures are at 18% on salary and wages and operating expenditures and over 40% on capital expenditures. Overall, expenditures are at 19% through the first quarter and indicate continued savings when compared to budgeted amounts. Mr. Hatch reported that unrestricted plant fund expenditures are at 15% and added that the college continues to receive some secondary tax revenue from late payments. Mr. Hatch reported that the restricted, agency and auxiliary funds are where they are expected to be. Mr. Hatch reported that net cash for all activities is just over \$800,000.

4.B – CASO – Mira White

Ms. White reported that on Friday, CASO will hold a retreat to focus on CASO bylaws, shared governance and to hold CASO elections. Ms. White reported that she will step down as the Interim CASO President and thanked the Board for its support of NPC staff.

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

Dr. Johnson commended NPC faculty members for their involvement in the Higher Learning Commission team visit. Dr. Johnson reported that faculty members continue to serve on college committees and are active in community events.



4.D – NPC Student Government Association – Jake Hinton
No Report.

4.E. – NPC Foundation – Lance Chugg

Mr. Chugg, Executive Director of the NPC Foundation, reported that the Foundation held its annual meeting in October at the Heritage Inn in Snowflake. Mr. Chugg reported that the Foundation is in the process of setting up community meetings in Navajo and Apache counties. Mr. Chugg reported that the Foundation just sent out 12,000 letters to NPC alumni seeking to connect with former students and raise funds for scholarships. Mr. Chugg commended the NPC Financial Aid Office for its hard work in distributing scholarships and noted that about 50 students will receive Foundation scholarships this semester. Mr. Chugg reported that a Foundation Board meeting will take place in December and the 2010 fundraising schedule will be determined.

Agenda Item 5: Consent Agenda

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

Consent Agenda (Action):

- A. October 16, 2009 Board Retreat Minutes
- B. October 20, 2009 Study Session Minutes
- C. October 20, 2009 Regular Board Minutes
- D. October 23, 2009 Board Teleconference Meeting Minutes
- E. Dual Enrollment Intergovernmental Agreements between the Navajo Community College District and the Heber-Overgaard, Window Rock, Ganado, Holbrook and Whiteriver School Districts

Agenda Item 6: Old Business

None.

Agenda Item 7: New Business

7.A. – Request to Approve Purchase of One Year of Networking Equipment Maintenance – President Swarthout
Dr. Swarthout summarized the staff recommendation to purchase one year of network equipment maintenance through World Wide Technology in the amount of \$52,810.27, as discussed in study session. Mr. Parsons moved to approve the one year network equipment maintenance purchase as presented. Mr. Peaches seconded the motion. *The vote was unanimous in the affirmative.*

Agenda Item 8: Standing Business

8.A. – Fall 2009 Enrollment Report – Vice President Vest

Mr. Vest reported that the fall 2009 enrollment data reflects the effect of the economic downturn on people's educational decisions as well as the effect of budget cuts on the college's third party partners. Mr. Vest reported that the overall enrollment for fall 2009 is down about 5% compared to fall 2008 and is driven by significant reductions in enrollment by the Department of Corrections (DOC). Mr. Vest added that reductions in DOC enrollment were driven by the cancellation of their educational contract, the termination of their educational employees over the summer, as well as the reintroduction of the contract after the start of the fall 2009 semester. Mr. Vest reported that dual enrollment is down due to the loss of certified instructors in area school districts. Mr. Vest reported an 8.1% increase in on-campus enrollment which creates additional demand for student services that impact college facilities and operational budgets. Mr. Vest notified Board members that DOC has canceled all external party GED testing contracts.



8.B. – Strategic Planning and Accreditation Steering Committee Report – President Swarthout

Dr. Swarthout explained that there is no SPASC report as the group is on hiatus until January 2010 and is awaiting the Higher Learning Commission advancement report which will drive strategic planning. SPASC will resume reporting to the Board in January.

8.C. – Human Resources Update – Peggy Belknap

Ms. Belknap, Director of Human Resources, reported that yesterday, Steve Peck joined the college as the Lead Support Center Operator. Ms. Belknap reported that the DOC Coordinator position is in process and there have been no applicants for the DOC Faculty in Automotive position. The Faculty in Technical Education position is in process. Ms. Belknap reported that Ernie Hess has joined the college as an Information Services Technician. Ms. Belknap reported that the temporary faculty in Art/Ceramics is in process. Ms. Belknap reported that the Accounting Technician position and Financial Aid Specialist positions close on 11-30-09 and 12-18-09, respectively. Ms. Belknap reported that the IS Director position has been posted. Ms. Belknap provided invitations to Board members for a December 15th reception for Lee Sweetman who is retiring at the end of the semester.

8.D. – Outstanding Alumnus Award – Susan Olsen

Ms. Olsen notified the Board that the recipient, Lisa Ault, was not able to attend the meeting. Ms. Ault will be honored at the December 15, 2009 Board meeting.

Agenda Item 9: President's Report – President Swarthout

Dr. Swarthout reported that she will be in Phoenix this week to meet with the Adult Basic Education Director from the Arizona Department of Education and to meet with the Governor's Educational Policy staff member to discuss the President's Council. Dr. Swarthout added that the President's Council is currently without lobbyist representation. Dr. Swarthout reported that she has been asked to serve as the rural community college member to serve on the Governor's Race to the Top initiative. Dr. Swarthout recapped the HLC team visit and very positive exit interview.

Kate Dobler-Allen of First Things First reported that the Executive Director and a board member have resigned. Ms. Dobler-Allen reported that the fiscal year 2011 budget has been approved and will be in place and that the 2011 budget and strategic plan will go to her council in December and to the State board for approval in January. Once approved, there will be another round of partnerships with the college. Ms. Dobler-Allen hopes that she will have information on the Executive Director and board member positions within a month.

Agenda Item 10: Board Report/Summary of Current Events

Everett Robinson informed Board members of upcoming performing arts performances and of an upcoming food drive to be held in Whiteriver.

Agenda Item 11: Announcement of Next Regular Meeting: Tuesday, December 15, 2009, at 11:00 a.m.

Agenda Item 12: Adjournment

The meeting was adjourned at 12:00 p.m. upon a motion by Mr. Peaches, a second by Mr. Parsons, 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

