

# Navajo County Community College District Governing Board Meeting Minutes

April 19, 2011 – 11:00 a.m.

2251 East Navajo Boulevard, Holbrook, Arizona, 86025

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

**Staff Present:** President, Jeanne Swarthout; Vice President, Blaine Hatch; Vice President, Mark Vest; Information Services Director, Eric Bishop; Recording Secretary to the Board, Russell Dickerson.

**Others Present:** Preston Romero, Maderia Ellison, Karalea Cox, Tom Hansen, David Roberts, Peggy Belknap, Linda Kor, Ina Sommers, Don Peters, Linda Hume, Ann Hess, Everett Robinson, Beulah Bob-Pennypacker, Rene Chase Begay, Eric Henderson, MiAnna Tyler, Brian Burson, Luis Cerritos, Travis Myer, Courtland Hopkins, Paul Olsen, Bryon Baker, Chris Arambula, Deb Holbrook, Paul Holbrook, Bobbi Sample, Kerri Larson and Tracy Mancuso.

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

Chairman Jeffers called the meeting to order at 11:05 a.m. Mr. Peaches led the Pledge of Allegiance.

## **Agenda Item 2: Adoption of Agenda**

Ms. Handorf moved to adopt the agenda as presented. Mr. Peaches 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**

Mr. Hatch presented the financial position report through the end of February 2011 and noted that nearly two-thirds of the budget period has expired. Mr. Hatch reported that general fund revenues total approximately \$17.5 million and added that 75%, or the first three quarters, of state aid has been received. Mr. Hatch reported that property tax receipts through February are at 65% for the year and on target with expectations for this time of the year. Mr. Hatch added that February and March are historically lower property tax collection months and that collections generally increase in April and May. Addressing tuition and fees, Mr. Hatch reported that \$65,000 was collected in February adding that he anticipates March totals to be higher. Mr. Hatch noted that tuition receipts are being received slightly earlier which is primarily related to the fact that the college now charges a late registration fee. Mr. Hatch reported that investment earnings are at expected levels and all remaining general fund items are on target. Mr. Hatch reported that only \$200,000 in general fund revenues was collected in February and the college relied on prior collections for funding \$1.5 million in general fund expenditures. Mr. Hatch reported that general fund expenditures are at 51% through 66% of the budget year and the trend should continue for balance of the fiscal year. Mr. Hatch reported that the unrestricted plant fund, which is supported by transfers from the general fund, is on target with expenditures through February totaling \$323,000. Mr. Hatch reported that restricted fund revenues for the month totaled \$614,000 and for the year total \$4.5 million, or 81% collected. Mr. Hatch reported that restricted fund expenditures totaled \$278,000 for the month and for the year are just slightly below revenues. Mr. Hatch reported that the auxiliary fund revenue was reduced for the month due to bookstore operations and is on target with 70% collected for the year. Mr. Hatch reported that auxiliary



fund expenses totaled approximately \$250,000 through February and are at 44% for the year. Mr. Hatch reported that year to date cash flow totals just below \$8 million.

**4.B. – NPC CASO – Ina Sommers**

CASO President Ina Sommers reported that once again, CASO will sponsor the annual Non-Food Drive. The event allows NPC faculty and staff to contribute personal care items to local charities that are recommended to CASO by the campus and center office staffs. Five local charities have been selected by CASO and the collection of items will be held in conjunction with the April 22, 2011 NPC Picnic.

**4.C. – NPC Faculty Association – Brian Burson**

Brian Burson, NPC Faculty Association President Elect, reported that at the last NPCFA meeting, faculty members voted to institute a Faculty Senate. Mr. Burson reported that in addition to the four executive members, senators from the various campuses will be identified which will hopefully increase faculty member participation. Mr. Burson reported that 30 faculty members attended Dialog Day which included 19 departmental reports as well as good interdepartmental discussions related to student learning.

**4.D. – NPC Student Government Association – Preston Romero**

SGA President Preston Romero, along with SGA members Cortland Hawkins, Luis Cerritos and Paul Olsen, addressed the Board to provide a year-end report on SGA activities. Mr. Romero reported that the organization held successful basketball tournament, annual talent show and Arizona transfer road trip events this year. Mr. Romero reported that SGA will once again offer scholarship opportunities to NPC students who want to travel to Costa Rica to study Spanish language over the summer. Mr. Romero reported that SGA also offered a Net book Scholarship program and awarded 10 net books to NPC students to further their studies. Mr. Romero reported that SGA focused on small campus events, offered assistance with student surveys and worked with College Council regarding instructor evaluations and student safety. Mr. Romero stated that it has been an honor to serve at NPC and reported that following graduation, he will continue his education at Arizona State University. SGA officer elections will occur early in the fall 2011 semester. Dr. Swarthout and Board members complimented SGA on a productive year and thanked the assembled members for their hard work and dedicated service to NPC.

**4.E. – NPC Foundation – Lance Chugg**

Mr. Chugg, Executive Director of the NPC Foundation, reported that the Foundation has made significant improvements to Foundation websites [www.NPCFoundation.org](http://www.NPCFoundation.org) and [npcalumni.org](http://npcalumni.org). Mr. Chugg added that the improved websites provide information on Foundation events and make online scholarship donations. Mr. Chugg reported that the Foundation will perform a mailing to raise community involvement. Mr. Chugg announced that the Foundation has assumed the responsibility of awarding Foundation scholarships from the NPC Financial Aid Office and added that interested students are to now contact the Foundation directly. Mr. Chugg reported that the Foundation is seeking input from area chambers of commerce on ways to increase community involvement. Mr. Chugg added that citrus fruit is still available and proceeds benefit the Martia Smith Memorial Scholarship.

**4.F. – Alumnus of the Month Award – Ann Hess**

Ann Hess, NPC Marketing and Public Relations Director, announced that Dr. Paul Holbrook has been named the spring 2011 Outstanding Alumnus Award winner. Ms. Hess reported that Dr. Holbrook left a 20 year career in business and returned to school with the goal of becoming a teacher. Dr. Holbrook earned an Associate of General Studies degree at NPC in 1993 and then went on to earn Bachelor's and Master's degrees at Northern Arizona University. Ms. Hess reported that in 1985, Dr. Holbrook began teaching Business and Computer Information Systems (CIS) courses at NPC, eventually serving as CIS program chair. Ms. Hess reported that in 1988, Dr. Holbrook began teaching at Coconino Community College and since 1998, has served as Business and Educational program chair. Dr. Holbrook then went on to earn his doctorate and has since worked to make educational opportunities more accessible through the use of technology. Ms. Hess reported that Dr. Holbrook



has worked with leaders of the Havasupai Tribe to establish a high school in Supai, Arizona located at the bottom of the Grand Canyon. Ms. Hess explained that Havasupai students will soon be able to receive instruction through computer and interactive television technologies. Dr. Holbrook thanked NPC faculty, staff and Board members for the recognition and credited NPC with providing the educational spark that has allowed him to work to promote education in Arizona.

**4.G. – Small Business Development Center – Tracy Mancuso**

Ms. Mancuso, Small Business Development Center (SBDC) Director, reported that Whiteriver Construction was honored at the Arizona SBDC Success Awards ceremony. Ms. Mancuso reported that she nominated Whiteriver Construction for the award because it was able to survive during the economic and housing downturn. Ms. Mancuso stated that the SBDC business award winners employed similar methods to survive and thrive in the current economy which included having financial “wobble room”, streamlining operations quickly, getting reacquainted with customers, identifying industry trends early, researching new markets and using new technologies. Ms. Mancuso reported that generally, successful business must alter their business model to become leaner, more nimble and work collaboratively. Ms. Mancuso reported that this region is beginning to show signs of wider business and economic trends and added that the lag time between the Phoenix area and northeastern Arizona, typically 2 to 5 years, would be best used as a “crystal ball” to prepare for business trends.

**Agenda Item 5: Consent Agenda**

Mr. Parsons requested to have the Consent Agenda item A. March 15, 2011 Regular Board Meeting Minutes removed from the Consent Agenda pending discussion. Ms. Handorf moved to approve the Consent Agenda, consisting of the March 15, 2011 Study Session Minutes, as presented. Mr. Peaches seconded the motion. *The vote was unanimous in the affirmative.*

Mr. Parsons stated that the March 15, 2011 Regular Board Meeting Minutes did not document a motion he made during discussion of Agenda Item 7.C., Request to Approve 2011-2012 Tuition and General Fees. Mr. Parsons requested that the minutes reflect his motion to deny approval of the 2011-2012 tuition and general fee schedule that was made prior to Mr. Peaches’ motion to approve the 2011-2012 tuition and general fee schedule. Chairman Jeffers clarified that Mr. Parsons’ motion died for lack of a second. Mr. Parsons requested that additional language be inserted to indicate that no action was taken regarding his motion. Board members and the Recording Secretary indicated understanding of the requested corrections. Ms. Handorf moved to approve the March 15, 2011 Regular Board Meeting Minutes as corrected. Mr. Parsons seconded the motion. *The vote was unanimous in the affirmative.*

**Consent Agenda (Action):**

- A. March 15, 2011 Study Session Minutes
- B. March 15, 2011 Regular Board Meeting Minutes

**Agenda Item 6: Old Business**

**A. Legal Issues for board Members (Informational)**

Dr. Swarhout introduced attorney Don Peters, legal counsel for the Navajo County Community College District, and reported that Mr. Peters was in attendance to answer any questions or provide clarification on information that was provided at a recent Board training session. Chairman Jeffers asked to what extent, if any, may Board members ask clarifying questions of people presenting informational reports or addressing the Board during a Call to the Public. Mr. Peters explained that Board members are free to ask clarifying questions as long as the information is not used as the basis for a discussion by Board members for future action. Mr. Peters explained that should Board members want to have a discussion regarding such information, the topic should be placed on an upcoming agenda in accordance with the Open Meeting Law and Attorney General opinion. Addressing Board member access to information, Mr. Peters explained that while administration may informally provide reasonable



access of information to Board members, legally, the Attorney General has issued the opinion that Board members have the same access to information as members of the public. Responding to a question from Dr. Swarthout, Mr. Peters explained that Board members have no greater access to student records than a member of the public. Mr. Peters added that should it be necessary to view student information, the Board can take formal action to access the information. Mr. Peters noted that should such a need arise, the Board must be mindful the student information would become public information in a regular meeting and therefore should consider entering into an executive session to protect student privacy.

### **Agenda Item 7: New Business**

#### **7.A. – Request to Approve the 2011-2012 Preliminary Budget – Vice President Hatch**

Mr. Hatch presented the staff recommendation to approve the 2011-2012 preliminary budget as discussed in study session. Mr. Hatch reviewed the official budget document summary page, schedule A and noted:

- The general fund budget for 2011-12 is \$22,107,760 which is \$3.65 million below the 2010-11 general fund budget amount and a reduction of 14.2%.
- The unexpended plant fund (capital) budget for 2011-12 is \$4.4 million which is a \$1.9 million increase over the current budget.
- The 2011-12 general fund and unexpended plant fund total \$26,507,760.
- The 2011-12 expenditure limit is approximately \$800,000 less than the current year and should have no impact on the proposed budget.
- Staff is recommending that the property tax levy be increased by the maximum 2% allowed.

Responding to a question from Chairman Jeffers, Mr. Hatch confirmed that the capital project detailed budget, as well as \$87,000 in unallocated capital spending, are included in the recommendation. Chairman Jeffers clarified that staff will return to the Board to seek approval for capital spending and that action today does not constitute blanket approval for all capital projects included in the recommendation. Mr. Hatch reported that following preliminary budget approval, truth in taxation notices and hearings will be conducted in accordance with statute. Mr. Hatch reminded Board members that following formal Board approval of the budget in May, the budget can be reduced, but not increased. Responding to a question from Chairman Jeffers regarding the proposed 2% property tax increase, Mr. Hatch confirmed that the increase will translate into a \$2.43 tax increase on a home valued at \$100,000. Responding to a question from Mr. Parsons, Mr. Hatch confirmed that the maximum property tax rate is 1.2387 on a \$100,000 home. Mr. Parsons asked how much the property tax would be on a \$100,000 home. Mr. Hatch stated that the property tax on a \$100,000 home would total \$123.87. Mr. Parsons stated that tax information must be presented according to statute but added that truth in taxation does not provide the whole story. Ms. Handorf moved to approve the 2011-2012 preliminary budget as presented. Mr. Peaches seconded the motion. ***The motion to approve the 2011-2012 preliminary budget passed by a majority vote with three in favor, one against.***

#### **7.B. – Request to Approve 2011-2012 Wage and Salary Schedules – Vice President Hatch**

Mr. Hatch presented the staff recommendation to approve the return to the 2009-2010 wage and salary schedule. Mr. Hatch reminded Board members that in 2010-2011 wages were reduced by 2%. Mr. Hatch explained that a return to the 2009-2010 wage and salary schedule, for most employees, represents a return of 2% of wages. Mr. Hatch noted that in the non-exempt staff groups, the highest paid employees received a 2% wage reduction and lower paid employees saw a smaller wage reduction. Mr. Hatch stated that staff is also recommending an adjustment to the 2009-2010 wage and salary schedule that would entail increasing every point in the salary schedule by 2%. Mr. Hatch explained that when the current year wage and salary recommendation was presented, there were still many budget unknowns and for that reason, staff recommended and the Board approved the 2% wage reduction. Mr. Hatch noted that NPC was the only community college in Arizona that reduced wages in 2010-2011. Mr. Hatch reported that the return to the 2009-2010 salary schedule and the 2% adjustment, both of which are included in the preliminary budget, represent a budget impact of \$420,000 for the college. Mr. Hatch





noted that changes to the Arizona State Retirement System (ASRS) contribution rates will also impact the college budget and employee take home pay. Mr. Hatch explained that currently, the college and employee both contribute 9.85% to ASRS. Mr. Hatch explained that due to a last minute change by the legislature, the employee match has increased to 53% and the employer match has been reduced to 47%. Mr. Hatch reported that the net result is that employees will see a 1.55% increase in ASRS contributions. Mr. Hatch added that the college will see a 0.25% increase in contributions for a college budget impact of approximately \$20,000. Mr. Hatch explained that increases in healthcare coverage will also affect employees and the college. Mr. Hatch explained that the college covers the healthcare insurance costs for all full-time employees, exclusive of additional costs associated with dependant coverage or enrollment in an increased benefit plan. Mr. Hatch explained that the increased healthcare costs will translate into a 5.1% increase for the college for a budget impact of approximately \$65,000. Mr. Hatch reported that staff is recommending the 2% adjustment to the 2009-2010 salary schedule primarily to mitigate the effect of increased ASRS employee contributions. Mr. Hatch reported that the total impact to the budget after addressing the salary increase, higher healthcare costs, as well as ASRS contribution rate changes, totals \$505,000 and is included in the 2011-2012 preliminary budget. Chairman Jeffers complimented the faculty and staff on their generosity and understanding when wages were reduced. Chairman Jeffers noted that when budget cuts were made, less severely than forecasted, legally, the college was unable, at that time, to make employees whole. Chairman Jeffers noted that while other colleges and universities in Arizona did not reduce employee wages in 2010-2011, many instituted furlough programs or eliminated positions outright. Chairman Jeffers stated the intent of the 2% wage reduction was to preclude reductions in force and furloughs and to keep NPC personnel working. Mr. Peaches moved to approve the 2011-2012 salary schedules as presented. Ms. Handorf seconded the motion. ***The vote was unanimous in the affirmative.***

***7.C. – Request to Approve Revised Employment Contracts – Vice President Hatch***

Mr. Hatch presented the staff recommendation to approve the employment contracts as revised and presented. Mr. Hatch reported that a lengthy discussion regarding contracts and procedure 2720 occurred at the January Board meeting. Mr. Hatch reported that revisions to employment contracts were initially discussed a year ago but that it was determined that there had not been enough discussion. Mr. Hatch reported that since then, discussion of contract revisions and procedure 2720, which has been incorporated into college procedures, has occurred. Mr. Hatch reported that contract language was discussed at the January Board meeting and the revised contracts now contain a direct reference to procedure 2720 with regard to changes to the terms of an employee contract. Mr. Hatch added that language in procedure 2720 very clearly states when the 90 notification timeline begins and how long the Board has to take action. Mr. Hatch stated that it is difficult to think of a very many circumstances in which the college would initiate the steps outlined in procedure 2720 and added that the college does need to have increased flexibility with regard to contractual obligations. Mr. Hatch and Dr. Swarhout both agreed that a copy of procedure 2720 should accompany the revised contracts mailed to employees. In response to a question from Chairman Jeffers, Mr. Hatch explained that employees must sign and return the contract to the college within 15 days of receipt. Dr. Swarhout stated that the goal is to distribute contracts before faculty members go off contract in May. Mr. Hatch presented the staff recommendation to approve the revised employment contracts as presented. Ms. Handorf moved to approve the revised employment contracts as presented and that a copy of procedure 2720 is to accompany contracts when mailed to college personnel. Mr. Peaches seconded the motion. ***The vote was unanimous in the affirmative.***

***7.D. – Request to Issue Request for Proposals for Aspen Center Canopy Project – Vice President Hatch***

Mr. Hatch presented the recommendation to approve issuance of a request for proposals regarding the Aspen Center Canopy project. Mr. Hatch stated that internal discussions have taken place but staff has taken no action to issue a RFP. Mr. Hatch noted that typically, staff would not present a RFP issuance request to the Board for approval. Mr. Hatch explained that since it has been such period of time since a construction project has been initiated and this project has not previously been heavily discussed, staff felt that it would be prudent to have this discussion prior to issuing a RFP. Mr. Hatch reported that the Aspen Center, located on the White Mountain



Campus, has, over the last several years, experience several incidents of related to water infiltration. Mr. Hatch explained that incidents involved water coming through the concrete walls or the movement of sidewalks in such a way as to allow water to flow into the building. Mr. Hatch reported that some remediation has been performed including the removal of the sidewalk along the north side of the building and replacing it with materials that will move water away from the building. Mr. Hatch reported that recently, the east entrance had to be closed due to unsafe sidewalk conditions. Mr. Hatch explained that the problems with the sidewalk are related to the fact the soil was not stabilized during construction of the facility in 1999. Mr. Hatch noted that the ground within the footprint of the building was stabilized but the stabilized area does not extend out to the perimeter of the sidewalks. Mr. Hatch reported that water infiltration through the concrete walls is due to a lack of proper coating on the concrete and despite efforts to correct the problem, incidents of water infiltration still occur. Mr. Hatch noted that remediation has been required previously to address mold and that the college has expended all capacity for mold remediation through the insurance contract. Mr. Hatch reported that the college is seeking a longer-term solution and staff has consulted with soils engineers, architects and the insurance provider. Mr. Hatch explained that the optimal solution would be to construct a canopy around the building with a professionally estimated cost of just under \$400,000. Mr. Hatch presented the staff recommendation for approval to issue a request for proposals. Mr. Hatch added that staff would present the proposals to the Board for approval should it so desire.

Responding to a question from Chairman Jeffers, Mr. Hatch confirmed that the canopy is essentially a covered porch that would encircle the building. Mr. Hatch noted that he has not seen the original plans for the building but understands that a canopy that extended around most of the building was intended to be included during building construction. Mr. Parsons asked if the college is doing a request for proposals for construction of a canopy of some type and if engineering plans or reports for the project have been obtained. Mr. Hatch confirmed that the college intends to issue a RFP for construction of a canopy structure and reported that preliminary plans have been obtained, in addition to reports over the years that offered possible solutions. Mr. Hatch reported that the original architect and soils engineer have been previously consulted concerning this ongoing problem. Mr. Parsons commented that this is an unusual process for a construction project in that a RFP will be issued for a contractor to complete the project and yet the college does not have project plans. Mr. Parsons asked why this project is going out to bid. In response, Mr. Hatch explained that going out to bid is typically the process that the college has used for construction projects. Mr. Hatch reiterated that staff generally does not seek Board approval to issue a RFP but in this case, thought it would be prudent to discuss the matter with the Board. Mr. Hatch added that staff is waiting to have Board approval to issue a RFP before expending additional dollars to put together contract pieces for the project. Responding to a question from Chairman Jeffers, Mr. Hatch confirmed that the canopy would be installed under the edge of the existing metal roof, wrap the entire building perimeter and extend out 12 feet from the side of the building. Mr. Parsons, citing his familiarity with requests for proposals, stated that an RFP is typically issued to engage an engineering firm to develop plans. Mr. Parsons expressed reservations about the college issuing a RFP to a contractor for construction of the canopy. Mr. Parsons asked whether the RFP was for construction or for bid documents. Mr. Hatch stated that the RFP would be for construction. Mr. Parsons stated that this is not the process, adding that a RFP is used to get professional services contracted to design or to consult an engineering firm. Mr. Parsons stated that the materials presented indicate a bidding process, not a RFP. Mr. Parsons expressed concern over negotiating with contractors for a price on the canopy without bidding documents. Mr. Parsons suggested that a design and build would be a possibility and reiterated that a RFP is not a bid process. Mr. Parsons stated that he is against putting such a project out, especially since it is in next year's budget, without a bidding process. Mr. Hatch stated that staff would be happy to have a request for bids. Chairman Jeffers stated that it would be beneficial to have 5 or 6 contractors submit plans and cost estimates for the job as it may be the case that the job could be completed for less than the engineering cost estimate or an innovative solution may be identified. Mr. Parsons explained that a request for bids consists of a scope of work with specific items to be completed. Mr. Parsons stated that issuing a request for proposals to have a contractor come in and estimate job cost would likely be challenged by other contractors. Mr.



Parsons explained that in the case of a design-build project, the college would have an architect design the canopy and provide a cost estimate that would be the basis for negotiation with contractors. Mr. Parsons stated that he has never, in 30 plus years, seen a request for proposals for a construction project without any requests for designs or plans. Mr. Parsons questioned whether or not what is being proposed is legal because Title 34 of state statute requires bid processes to be conducted in a certain way. Mr. Parsons stated that design and build, and some other options are legal and added that he is not sure if a RFP for construction is possible. Mr. Hatch stated that the college would, in conjunction with experts the college consults, proceed in a legal manner. Mr. Hatch requested that he be allowed to adjust the staff recommendation to simply requesting permission to proceed with the canopy project, adding that the project would be returned to the Board for approval. Ms. Handorf moved that the college move forward with the Aspen Center canopy project. Mr. Peaches seconded the motion. Mr. Parsons asked how the project will be financed when it is identified in the 2011-2012 budget that does not begin until July 1, 2011. Mr. Hatch stated that he does not anticipate expending any funds for the project until the 2011-2012 budget period. Mr. Parsons stated that does not matter and suggested that the college attorney would tell staff that a project that is not budgeted for this year cannot be started. Chairman Jeffers stated that Mr. Hatch is not starting the project, rather moving forward with the project, presumably with the information provided by Mr. Parsons. Mr. Parsons stated that the college is moving forward with a contract, not a project, adding that if the contract were dated July 1, it may be acceptable. Mr. Parsons expressed concern over beginning immediately when the project is budgeted for next year. Chairman Jeffers reminded Mr. Parsons that staff will return to the Board before proceeding. Chairman Jeffers asked Mr. Parsons if he believes the college cannot plan anything for next year in the current meeting. Mr. Parsons deferred to the college attorney for a determination as to what the Board can or cannot do with regard to a budget item identified in next year's budget. Chairman Jeffers pointed out that there is no dollar amount associated with the motion. Mr. Parsons asked Mr. Hatch to confirm that he will not return to the Board with a contract for this project until after July 1. Mr. Hatch stated that he will certainly defer to legal counsel and added that staff does as much referral to experts as is possible. Mr. Hatch explained that his sense of the budget is that it is a planning document, staff are planning, and do not stop planning based on arbitrary timeframes. Mr. Hatch stated that the college has capacity in the current capital budget to complete this project and noted that he does not anticipate that it will be completed in this fiscal year. Mr. Hatch reiterated his recommendation to move forward with the project so that it can be completed this summer. Mr. Parsons informed the Board Chair that he takes exception and stated that this is not a legal process. Mr. Parsons stated that the budget is not a planning document and what has been presented is a bidding process. Mr. Parsons suggested that he would not have had a problem with staff presenting a request to the Board to modify the current year budget to utilize available funds for the project. Mr. Parsons reiterated his position that moving ahead immediately on a construction project that has been identified in next year's budget is illegal. Chairman Jeffers suggested that Mr. Parsons vote no on this matter. Mr. Parsons moved to table the matter until legality can be determined. Chairman Jeffers stated that a motion is already on the table and reiterated the staff recommendation for authorization to move forward with the project. Mr. Parsons asked college legal counsel for his opinion on the matter. Mr. Peters stated that he does not know enough about the matter to provide a legal opinion on the matter. With regard to the RFP process, Mr. Peters stated that the issuance of a RFP does not legally bind the college to anything and added that until such time as the college, having received bids from various vendors, decides to award a contract, the college is not legally bound. Mr. Peters stated that he would have to talk to staff before being able to address issues related to the budget. Responding to a question from Mr. Parsons, Mr. Peters stated that he was unable to answer whether a contract could be signed until next budget year without more information. Chairman Jeffers noted that staff could, in an emergency, bring the matter back before the Board and request to move ahead immediately and added that it is not an emergency, and staff does not plan on to complete the project until next budget year. Mr. Parsons stated that he would vote no on the matter as he does not believe it is legal. Ms. Handorf requested to amend her motion. Ms. Handorf moved to authorize staff to move forward with the Aspen Center canopy project in a legal manner. Mr. Peaches accepted Ms. Handorf's amended motion. ***The motion passed by a majority vote with three in favor, one against.***



**7.E. – Request to Approve Purchase of Cisco Networking Equipment** – Director Bishop

Mr. Bishop presented the staff recommendation to approve the purchase of Cisco networking equipment from Frontier Technology, LLC, doing business as MicroAge, in the amount of \$119,167.40. Mr. Bishop explained that the equipment is necessary to replace end-of-life and end-of-service equipment that is critical for daily network connectivity. Mr. Bishop explained that the purchase will allow for the replacement of 21 network switches that are falling off the Cisco maintenance program adding that it is a risk to keep the current equipment in service. Mr. Bishop explained that the new equipment will have new features such as Power Over Ethernet that will assist with the updating of the phone system to Voice Over Internet Protocol (VOIP) and allow the phones to be powered directly through the network as opposed to separate AC adapters. Mr. Bishop added that the new equipment will also enhance network speed by providing additional through-put capability and better switch to switch connectivity. Responding to a question from Chairman Jeffers, Mr. Bishop stated that the price of individual switches has increased slightly since the college last purchased such equipment. Mr. Bishop added that the current switches represent little or no monetary value to the college but could possibly be disposed of at state auction. Mr. Peaches move to approve the purchase of Cisco networking equipment from Frontier Technologies, LLC in the amount of \$119,167.40. Ms. Handorf seconded the motion. ***The vote was unanimous in the affirmative.***

**7.F. – Request to Approve Data/Network Service Contracts** – Director Bishop

Mr. Bishop presented the staff recommendation to approve a five year contract with Frontier Communications in the amount of \$135,000 for a 50 Mbps point-to-point connection between the Painted Desert Campus (PDC) and the Kayenta Center. Mr. Bishop explained that the proposed agreement will replace an existing 10 Mbps connection from another provider. Mr. Bishop explained that the college had funding from the Title III grant to upgrade the existing connection from 10 Mbps to 15 Mbps. Mr. Bishop noted that while exploring connectivity options, it was discovered that switching to another vendor would allow for a 40 Mbps increase using Title III funding and existing operational money. Mr. Bishop added that the additional bandwidth will be beneficial when implementing VDI initiatives, model classrooms and use of Adobe Connect conferencing technology. Mr. Bishop explained that this is not Internet connectivity rather an upgraded connection between PDC and the Kayenta Center that feeds into the two previously Board approved connections that will provide a total of 100 Mbps of connectivity. Mr. Bishop reported that if approved, the upgrades in this request, as well as the agreement for upgrades approved last month, will go into effect rather quickly. Mr. Bishop reminded Board members that a similar project to enhance connectivity to the Hopi Center was included in the Title III grant proposal that was approved by the Board. Mr. Bishop noted that in the case of the Hopi Center, use of an alternate vendor could provide greater bandwidth than the existing arrangement. Mr. Bishop explained that the connection to the Hopi Center has been temporarily deferred until such time as the newly identified vendor is able to provide the full level of connectivity desired by the college which should occur in the next couple of months and is tied into the broadband initiatives for the area. Ms. Handorf move to approve the contract for data/network services as presented. Mr. Peaches seconded the motion. ***The vote was unanimous in the affirmative.***

**Agenda Item 8: Standing Business**

**8.A. – Curriculum: Request to Approve Program Modification and Deletion** – Vice President Vest

Mr. Vest reported that Instructional Council is recommending approval of a new Network and PC Support Certificate of Proficiency within the area of Computer Information Systems (CIS). Mr. Vest explained that the new certificate of proficiency, to some degree, recreates elements of the dormant Computer Technology program that was deleted and has been recreated as a result of renewed interest by industry partners in Navajo and Apache counties. Mr. Vest explained that successful completers of the new certificate of proficiency will allow students to take testing to become A+ and N+ certified technicians. Mr. Vest explained that industry partners, including the college, are interested in offering internship opportunities and hiring students who complete the certification process. Mr. Vest added that over time, the college will be able to become a certification testing center that would





generate income to support the program and provide a local testing site for community members who currently must travel out of district for testing services.

Mr. Vest reported that Instructional Council is recommending deletion of the Computer Technology in Business Associate of Applied Science degree due to no enrollment in the program for several years. Mr. Vest explained that no curriculum has to be deleted as a result of deleting the degree as it was created by bringing together existing curriculum from multiple departments. Mr. Vest stated that keeping degrees on the books that have no enrollment gives students the perception that the college might offer associated courses more frequently than it really would based upon demand. Mr. Parsons moved to approve modification of the CIS program to include a new Network and PC Support Certificate of Proficiency and the deletion of the Computer Technology in Business Associate of Applied Science degree as presented. Ms. Handorf seconded the motion. ***The vote was unanimous in the affirmative.***

**8.B. – Enrollment Update – Vice President Vest**

Mr. Vest provided Board members with a full time student equivalency (FTSE) chart comparing enrollment levels from the spring 2010 to the spring 2011 semester. Mr. Vest reminded the Board that last year the college took actions, largely budget driven, that the college knew would negatively affect enrollment. Mr. Vest reported that college wide enrollment for the fall 2010 semester was down about 12% and enrollment for the spring 2011 is down about 10%. Mr. Vest noted that there is very little change in NAVIT enrollment from spring 2010 to spring 2011. Mr. Vest added that due to a significant state budget cut to JTEDs he does not expect NAVIT enrollment numbers to hold for the fall 2011 semester. Responding to a request for clarification from Chairman Jeffers, Mr. Vest explained that NAVIT will no longer receive funding for high school freshmen and added that the funding cut significantly effects the overall NAVIT budget and potentially the ability of NAVIT to provide services to students at all levels. Dr. Swarhout added that next year, JTED funding for high school sophomores will also be eliminated and all institutions that currently serve freshmen and sophomore students have a lot of planning to do in preparation for the additional budget cut. Dr. Swarhout reported that the \$1.5 million funding cut equals a budget reduction of approximately 38% for NAVIT. Dr. Swarhout reported that the \$1.5 million funding cut roughly equates a \$1 million impact to the partnership between NAVIT and the high schools and a \$500,000 impact to the NAVIT partnership with the college. Responding to a question from Mr. Parsons, Mr. Vest clarified that Kayenta enrollment is 39.1 FTSE and estimated that actual Kayenta headcount is somewhere in the range of 175 to 200 students. Mr. Vest added that center locations tend to have more part-time students which typically results in a larger differential between center FTSE and headcount than at campus locations. Mr. Vest explained that in general, dual enrollment numbers are down for spring 2011 due to the fact that school districts have decided, primarily for budgetary reasons, not to hire instructors who have the credentials necessary to teach college level coursework for dual enrollment transfer credit. Mr. Vest reported that regular FTSE is down about 186 FTSE. Mr. Vest noted that the decision to move community education courses from credit to non-credit which accounts for approximately one-third of the regular FTSE decline. Mr. Vest reported that following the initial shock of the plateau elimination, students have begun to revert to their former enrollment behavior as evidenced by only an 85 student headcount reduction in plateau credit range enrollment for spring 2011, as compared to a 289 student headcount reduction in fall 2010. Addressing a large spike in financial aid awards, despite lower enrollment, Mr. Vest explained that the college is processing more full Pell award amounts due to the lower estimated family contribution of financial aid students. Mr. Vest reported that since the implementation of a late registration there were 538 fewer late registrations in fall 2010 and 382 fewer late registrations in spring 2011. Mr. Vest stated that he would like the number of fewer late registrations to remain high as it is an indicator of earlier registration and better student decisions and planning that ultimately lead to greater student success.

**8.C. – Strategic Planning and Accreditation Steering Committee (SPASC) Update – Director Bishop**

Mr. Bishop, SPASC Co-Chair, reported that SPASC met on April 15<sup>th</sup> to review the last of the first drafts or pillar revisions for the revised NPC Strategic Plan. Mr. Bishop added that SPASC will meet again on May 6<sup>th</sup> to review



the final draft of the revised strategic plan which will be presented to the Board on May 17<sup>th</sup> as a first read, and as an action item in June. Mr. Bishop reported that while in Chicago for the HLC Annual Conference, NPC representatives met with the new college liaison, Dr. Eric Martin. Mr. Bishop added that the head of the NPC Assessment Academy team was able to meet with the HLC Assessment Liaison to the college. Mr. Bishop reported that he and SPASC Co-Chair Mary Mathias gave two successful presentations on NPC's 2009 continued accreditation.

**8.D. – Human Resources Update – Dan Wattron**

Peggy Belknap, Dean of Career and Technical Education, and former HR Director, introduced the new HR Director, Dan Wattron, to Board members. Mr. Wattron announced the winners of the Employee of the Month Award for January, February and March of 2011. Bobbi Sample was selected as the January winner and Ms. Belknap will assist with employee contract preparation as part of her Administrator Victim duties. Kerri Larson was selected as the February winner and has not yet selected an Administrator Victim or task. Rickey Jackson was selected as the March winner and has selected the newest administrator, Mr. Wattron, to be his Administrator Victim. Mr. Wattron reviewed the HR report included in the Board packet and noted that the college currently has 7 new hires and 10 open positions. Mr. Wattron announced that Dr. Clifton Lewis, Faculty in Foreign Language with 37 years of service to NPC will retire following the current semester. Mr. Wattron announced that Mr. Larry Romo, NPC systems Analyst/Programmer will also retire after 18 years of service to the college. Mr. Wattron added that HR will plan to hold an event in the near future as official recognition of the retirees' service to the college.

**Agenda Item 9: President's Report – President Swarhout**

Dr. Swarhout reported that Governor Brewer vetoed the Weapons on Campus bill that was passed during the current legislative session. Dr. Swarhout reported that the college will close at noon for the All-NPC Picnic that is scheduled to occur on Friday, April 22<sup>nd</sup> at Pioneer Park in Snowflake, Arizona. Dr. Swarhout reported that Superintendent Travis Udall will be this year's commencement speaker. Dr. Swarhout reported that the NPC team learned a lot at the HLC Annual Conference. Dr. Swarhout informed that Board that the HLC will introduce revisions to the new accreditation criteria and the Open Pathway to accreditation is still in flux. Dr. Swarhout stated that the institution will have to stay focused on accreditation in order to keep up with changes. Dr. Swarhout reported that she will work to have the new HLC liaison come out to visit the college. Responding to a question from Chairman Jeffers, Mr. Hatch stated that the sewer line project at Silver Creek Campus is not yet 100% completed. Responding to comments from Ms. Handorf, Dr. Swarhout stated that the bar for accreditation will be raised and in order to remain the star it currently is with the HLC, the college will have to work harder and stay focused on accreditation.

**Agenda Item 10: Board Report/Summary of Current Events**

Ms. Handorf reported that AADGB will meet on Friday, April 22, 2011. Ms. Handorf reported that new officer elections will occur and that she is on the slate for Vice President. Commencement will occur on Saturday, May 14<sup>th</sup> at the Show Low School District Auditorium in Show Low, Arizona.

**Agenda Item 11: Announcement of Next Regular Meeting: Tuesday, May 17, 2011.**

**Agenda Item 12: Adjournment**

*The meeting was adjourned upon a motion by Mr. Peaches, a second by Ms. Handorf 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

APPROVED

