

Navajo County Community College District Governing Board Meeting Minutes

April 22, 2009 – 11:00 a.m.

2251 Navajo Boulevard, Holbrook, Arizona, 86025

Governing Board Member Present: Bill Jeffers, Ginny Handorf and Daniel Peaches.

Staff Present: President, Dr. Jeanne Swarthout; Vice President, Blaine Hatch; Vice President, Mark Vest; Director of Information Services, John Velat; Recording Secretary to the Board, Russell Dickerson.

Others Present: Don Richie, Everett Robinson, Ann Hess, Patrick Canary, Beulah Bob-Pennypacker, Maderia Ellison, Peggy Belknap, Karalea Kowren, Rene Chase Begay, Donna Ashcraft, Kate Dobler-Allen, Debbie Thompson, Kristin Boilini, Mary Lou Schroeder, Donna Rehman, Donna Krieser, Fred Kreiser, Suzanne Trezise, Joshua Pantalleresco, Jessie Marcum, Angel Cerritos, Talena Bitahy, Kristen Denbow, Kyle Blalock, Barbara Hockabout, Doug Seely.

Agenda Item 1: Call to Order and Pledge of Allegiance

Chairman Jeffers called the meeting to order at 11:02 a.m. Mr. Peaches led the Pledge of Allegiance.

Agenda Item 2: Adoption of Agenda

Mr. Peaches 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. – Legislative Update – President Swarthout and Kristen Boilini

Dr. Swarthout introduced NPC lobbyist, Kristen Boilini to Board members. Ms. Boilini reported that development of the State budget for 2009-2010 depends greatly on an understanding of the Federal stimulus package and teams from the joint legislative budget committee and the Governor's office have been working to unravel the stimulus package. Ms. Boilini explained that a critical piece of the education portion of stimulus package is maintenance of effort that requires State educational funding to equal 2006 levels. Since the release of the stimulus package, guidelines have been provided that direct states to hold educational funding for 2010-2011 at 2008-2009 levels. Ms. Boilini reported that the Federal guidelines allow states to apply to waive the 2006 maintenance of effort stipulation and, if deemed necessary, the Governor's office would initiate the waiver process. Ms. Boilini added that the Governor's office will receive the stimulus funds and is responsible for certifying that funds are being spent appropriately, demonstrating that maintenance of effort requirements are met and accounting for all funds as required by the accountability component of the stimulus package.

Ms. Boilini provided Board members with an overview of 2008-2009 State budget activities. Ms. Boilini explained that in February a special session was convened to generate a budget fix that included further cuts to State agencies to bring the budget into alignment with 2009 revenues. Budget numbers were examined after the special session and it was discovered that the State still had a deficit of \$250 million and that the 2009 budget will be short \$500 million. Ms. Boilini explained that either Federal stimulus money will be used to backfill the budget or more budget cuts will be included in the 2010 budget that will apply to 2009. Ms. Boilini explained



that the latter option would be difficult to implement as fund sweeps have already occurred and State agencies will have spent all funds by the end of the fiscal year.

Ms. Boilini explained that after using Federal stimulus money to backfill, the State will still have a 2010 shortfall of \$1.6 billion. Ms. Boilini suggested that the State will look to implement more budget cuts but may be limited due to stimulus package regulations. Other methods of generating revenue are being examined by the State. Ms. Boilini noted that approximately \$9 million will have to be backfilled to hit the 2008 community college funding level of \$143.5 million. Ms. Boilini explained to Board members that the stimulus package language explicitly states that capital funds do not have to be included in maintenance of effort. Because community colleges budget documents do not differentiate between brick and mortar funds and soft capital like K-12 does, lawmakers must be made aware that capital funds are classroom dollars that pay for equipment, particularly in high cost programs like Emergency Medical Technician and Firefighter. Ms. Handorf commented that Arizona has a reputation for applying the least amount of money to education. Ms. Handorf added that this negative perception must be addressed through greater educational funding that will create an educated, job-ready workforce that will attract industry to Arizona. Ms. Boilini indicated that she is pleased with the united front of community college presidents with regard to their work with the legislature.

4.B – Presentation to the Board by NPC Northern Flight Staff – Barbara Hockabout

Ms. Hockabout greeted the Board and introduced Kristen Denbow, Northern Flight Senior Editor and presentation spokesperson. Ms. Denbow thanked the Board for the opportunity to participate in the production of Northern Flight. Ms. Denbow explained that Northern Flight staff members earn English and Computer Information Systems course credits, participate in arts immersion utilizing NPC faculty and community professional expertise and collaborate with several areas within the college during the production process. Board members viewed a PowerPoint presentation that showed magazine staff members at work, highlighted the skills learned in the production process and cover art of past editions of Northern Flight. Staff members Kyle Blalock, Talena Bitahy, Angel Cerritos, Josh Pantalleresco and Jessie Marcum introduced themselves to the Board and shared what they have enjoyed and learned in the production process. Ms. Denbow concluded the presentation by stressing the importance of the arts in education. Chairman Jeffers commented that he looks forward to receiving new issues of Northern Flight, congratulated staff members on producing the magazine and complimented them on their presentation.

4.C – Financial Position Report– Vice President Hatch

Mr. Hatch reported that the college is currently two-thirds through the 2008-2009 budget period and that general fund revenues are at 70% of budget amounts. Mr. Hatch added that general fund expenditures are at 61% of budgeted amounts and are in line with expectations. Mr. Hatch reported that unrestricted plant fund revenues are at 50% and a revenue shortfall is expected for this budget year. Mr. Hatch reported that expenditures are at 71% and that the college is close to completing capital expenditures for the year. The primary expenditures from the retirement of indebtedness plant fund will occur at the end of the fiscal year. Mr. Hatch reported that property tax receipts for February are on target, with annual collections at 64%, and anticipates April and May being the next large collection periods. Mr. Hatch reported that the restricted, agency and auxiliary funds are where he expects them to be with auxiliary fund revenues at 72% and expenditures at 57%. Mr. Hatch reported that net cash for all activities for the year to date is currently just under \$3 million.

4.D – CASO Report – Suzanne Trezise

Ms. Trezise informed the Board that Bonnie Pastorino has agreed to be the CASO Treasurer and noted that CASO has vacancies within the organization and on various college committees. Ms. Trezise invited interested CASO



members to join current members and provide input. Ms. Trezise reported that the job mentor template has been revised and will be distributed shortly. Human Resource Director Peggy Belknap has agreed to post mentoring information on the Human Resources web page for easy employee access. Ms. Trezise added that the mentoring project will be addressed at the November 20th CASO fall retreat. Ms. Trezise announced that CASO will hold a silent auction at the fall convocation and that a non-foods drive will be held at the NPC spring picnic.

4.E. – NPC Faculty Association Report – Sandy Johnson

Dr. Johnson, NPC Faculty Association President-Elect, reported that the Faculty Association continues to work with Dr. Swarthout on ways to deepen shared governance. Dr. Johnson wished everyone a happy Earth Day and commented that she is pleased with the work of the Sustainability Committee. Dr. Johnson reported that the April Faculty Association meeting was canceled due to heavy faculty commitments, meetings and schedules. The next Faculty Association meeting is scheduled for May 1st and will include solicitation of faculty volunteers to accept officer positions for the upcoming academic year. Dr. Johnson reported that officer elections will occur this spring semester allowing for a smooth transition over the summer. Dr. Johnson reported that the Faculty Association will continue to discuss faculty concerns and will work with the Board and Dr. Swarthout to monitor changes to minimum class size, new fees, and technology that impact students.

4.F. – Student Government Association – Jake Hinton

Mr. Hinton reported that the last SGA meeting for the 2008-2009 academic year occurred on April 17th. At that meeting, SGA voted to make a present and future commitment to President Swarthout's sustainability campaign promising to do what it can to promote and create a campus that recycles, reuses and reduces waste. Mr. Hinton noted that funding was approved to create a student ambassador program that would be available to conduct campus tours, speak to community groups and agencies, attend various events on behalf of the college, act as student mentors and assist with recruitment and marketing efforts. Mr. Hinton reported that SGA reviewed a proposal to transport transfer students, who are close to graduation, to the state universities and added that more information will be available in the coming weeks. SGA, recognizing economic hardship within communities, voted to hold food drives at all NPC locations with donations to be distributed by churches or other charitable organizations. SGA will work with the Performing Arts Center staff to secure dates for repeats of the successful talent show and dance. Mr. Hinton, on behalf of SGA members, thanked the Board for supporting the student leadership organization. Dr. Swarthout thanked Mr. Hinton for his work with SGA.

4.G. – NPC Foundation

No report.

Agenda Item 5: Consent Agenda

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

Consent Agenda (Action):

- A. March 17, 2009 Study Session Minutes
- B. March 17, 2009 Regular Board Minutes

Agenda Item 6: Old Business

None.



Agenda Item 7: New Business

7.A. – Request to Approve the 2009-2010 Preliminary Budget – Vice President Hatch

Mr. Hatch presented the staff recommendation to approve the 2009-2010 Preliminary Budget as reviewed in study session. Mr. Hatch reported that the preliminary budget proposes a 10.6% decrease, from 2008-2009 levels, in the general and plant funds. Mr. Hatch added that nearly 60% of this \$3.2 million decrease is related to the retirement of the general obligation bond and certificate of participation. Mr. Hatch reported that the proposed budget amount for 2009-2010 is \$27.5 million which reflects a wage and salary freeze for all employee classes and was based on work done at the budget manager level. Mr. Hatch noted the work of Maderia Ellison, Director of Financial Services, in preparing the budget in a period of budget unknowns. Mr. Hatch added that the preliminary budget reflects most likely funding levels and may be reduced. Mr. Hatch requested that the Board approve the preliminary budget as presented and noted that approval will initiate publication of the budget and a timeline that will require final budget approval in May. Mr. Peaches moved to approve the 2009-2010 preliminary budget as presented. Ms. Handorf seconded the motion. *The vote was unanimous in the affirmative.*

7.B. – Request to Approve 2009-2010 Salary Schedules – Vice President Hatch

Mr. Hatch presented the staff recommendation to approve the 2009-2010 Salary Schedules as reviewed in study session. Mr. Hatch noted that the 2009-2010 Salary Schedules call for no changes from the 2008-2009 schedules. Ms. Handorf moved to approve the 2009-2010 Salary Schedules as presented. Mr. Peaches seconded the motion. *The vote was unanimous in the affirmative.*

7.C. – Request to Approve FY 2007-2008 Budget Adjustments – Vice President Hatch

Mr. Hatch presented the recommendation to approve budget adjustments for fiscal year 2007-2008 as discussed in study session. Mr. Hatch explained that adjustment of the 2007-2008 budget to reflect actual expenditures allows the college to take full advantage of statutory expenditure limitation requirements. Ms. Handorf moved to approve the 2007-2008 budget adjustments as presented. Mr. Peaches seconded the motion. *The vote was unanimous in the affirmative.*

Agenda Item 8: Standing Business

8.A. – Grants and Contracts

8.A.1. – Request to Approve SCC Parking Lot Renovations – Vice President Hatch

Mr. Hatch presented the staff recommendation to approve SCC parking lot renovations as discussed in study session. Mr. Hatch requested approval of a contract with Hatch Construction in the amount of \$156,950. Ms. Handorf moved to approve the pavement replacement contract as presented. Mr. Peaches seconded the motion. *The vote was unanimous in the affirmative.*

8.B. – Curriculum – Vice President Vest

8.B.1. – Request to approve TMP Program Changes

Mr. Vest presented the staff recommendation to approve changes to the Therapeutic Massage program as discussed in study session. Mr. Vest explained that the program changes include an increase in the core requirements from 32 to 35 credit hours, includes a student observation clinic and eliminates 3 credit hours from the Associate of Applied Science required electives, keeping the degree credit hour total at 64. Mr. Vest added that the program changes are based upon a recommendation from the program and dean. Mr. Peaches moved to approve the TMP program changes as presented. Ms. Handorf seconded the motion. *The vote was unanimous in the affirmative.*



8.B.2. – Request to Approve AIS Program Changes

Mr. Vest presented the staff recommendation to approve changes to the Administrative Information Services program as discussed in study session. Mr. Vest explained that the AIS department, utilizing existing curriculum, has identified and created two new Certificates of Proficiency that will help student seeking job retraining and assist NAVIT with their need to identify Certificates of Proficiency for its participants. Mr. Vest added that the AIS program changes also include revision of the Certificate of Proficiency in Medical Office Fundamental and entails the replacement of 3 one credit hour courses with an existing three credit hour course. Ms. Handorf moved to approve the AIS program changes as presented. Mr. Peaches seconded the motion. *The vote was unanimous in the affirmative.*

8.B.3. – Request to Approve Business Program Changes

Mr. Vest presented the staff recommendation to approve changes to the Business program as discussed in study session. Mr. Vest explained that two new Certificates of Proficiency have been created that line up with existing Certificates of Applied Science and Associate of Applied Science degrees. The Business program changes also include revisions to the Certificates of Proficiency in Accounting and Public Administration that utilize courses that are broader in scope or have better applicability. Mr. Peaches moved to approve the Business program changes as presented. Ms. Handorf seconded the motion. *The vote was unanimous in the affirmative.*

8.B.4. – Request to Approve CIS Program Changes

Mr. Vest presented the staff recommendation to approve changes to the Computer Information Systems program as discussed in study session. Changes to the CIS program include the addition of ENL 102 as an English composition option, the identification and creation of two new areas of specialization, in Web Design and Web Development, the creation of five new CIS courses and the editing or deletion of several CIS courses that were outdated or irrelevant. Mr. Vest added that a new Certificate of Proficiency in Software Quality Assurance was created in response to a cooperative grant between the college and state agencies. Ms. Handorf moved to approve the CIS program changes as presented. Mr. Peaches seconded the motion. *The vote was unanimous in the affirmative.*

8.C. – FTSE Report – Vice President Vest

Mr. Vest reported an overall enrollment increase, from spring 2008 to spring 2009, of 2.6%. Mr. Vest added that regular enrollment, not including dual enrollment and NAVIT enrollment, increased by 3.8%. From spring 2007 to spring 2009, enrollment has increased by 11.7%. Mr. Vest reported that in spring 2005, the college saw peak enrollment of 2,197 FTSE, of which 1477 was regular enrollment. Mr. Vest added that this semester, the college came close to the 2005 peak level with 2163 FTSE and actually exceeded the prior peak in regular enrollment by 59 FTSE. Mr. Vest commented that the college has come as far as it can with regard to enrollment given the current budget situation and reports of declining enrollment at a majority of high school districts. Responding to a Board question, Mr. Vest explained that the college suffered a 29 FTSE reduction in connection with the Arizona Department of Corrections and warned the Board that similar or greater FTSE reductions are possible in the upcoming fall semester.

8.D. – SPASC Report – President Swarthout

Dr. Swarthout reported that she, Vice Presidents Hatch and Vest, and SPASC Co-Chair Eric Bishop attended the annual Higher Learning Commission conference in Chicago, Illinois. Dr. Swarthout commented that it was time well spent as there is a lot occurring at the Federal level with regard to compliance requirements for accrediting agencies and colleges and that the NPC team was able to spend some time with the HLC liaison. Mr. Hatch reported that he attended a seminar on financial ratios and suggested that at a future meeting, Board members be informed of the use of financial ratios as overall indicators of institutional health. Mr. Vest reported that major



themes now seem to be an increase in regulation and accountability. Dr. Swarthout noted that as the team has time to process the information received at the conference, more information will be shared with the Board, possibly in a half hour informational session.

8.E. – Human Resources Update – Peggy Belknap

Ms. Belknap reported that the Institutional Research Analyst hiring committee is finalizing the list of candidates to invite for an interview with the first interview scheduled to occur next week. The hiring committee for the Dean of Arts and Sciences position has conducted an interview and Dr. Swarthout will be asked to officially offer the position to the candidate. Ms. Belknap added that the Carl Perkins Grant Manager position was reposted and closed on Monday, April 20th and 11 applications have been received. The Whiteriver Center Manager position, which has not closed, currently has 7 applicants.

8.F. – Outstanding Alumnus Award –Mary Lou Schroeder

Ms. Schroeder presented the April Outstanding Alumnus Award to Donna Krieser who earned two associate's degrees in 2005. Ms. Schroeder commended Ms. Krieser's academic achievements and her hard work as a Heber Center employee and GED tester. Ms. Krieser is currently working towards a bachelor's degree and aspires to teach business classes at NPC.

Agenda Item 9: President's Report – President Swarthout

Dr. Swarthout reported that:

- Representative Rich Crandell has agreed to be the spring 2009 commencement speaker.
- Negotiations with the Rainbow Accommodation School are nearly concluded and will allow the transfer of NPC property to the school for a playground.
- Northern Arizona University is closing video conferencing centers around the state except for locations in Phoenix and Yuma. Dr. Swarthout will continue to communicate with NAU as she has concerns about decreasing access to bachelor's degrees for NPC students with Associate' degrees.
- The Maricopa Community College auditor general report is posted on the public website. Dr. Swarthout stated that Board members should read the report as it will have an impact on all Arizona community colleges. Dr. Swarthout will forward a link to the report to Board members.
- The community college presidents met on April 16th. Governor Brewer will reissue the executive order regarding the formation of a Community College Council and president's organization.

Agenda Item 10: Board Report/Summary of Current Events

Dr. Swarthout, on behalf of Lance Chugg, invited everyone present to attend the NPC Foundation Auction on Saturday, May 2nd at the Performing Arts Center in Snowflake. Mr. Vest reported that there has been a 20% increase in the number of applications for graduation.

Agenda Item 11: Announcement of Next Regular Meeting: Tuesday, May 19, 2009, at 11:00 a.m.

Agenda Item 12: Adjournment

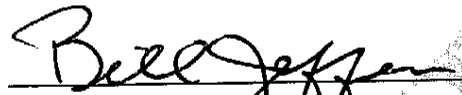
The meeting was adjourned at 1:47 p.m. upon a motion by Mr. Peaches, a second by Ms. Handorf and a unanimous affirmative vote.



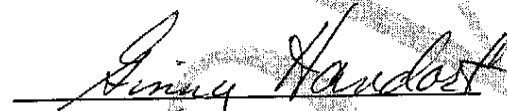
Respectfully submitted,



Russell Dickerson
Recording Secretary to the Board



Bill Jeffers
Chairman



Ginny Handorf
Secretary to the Board

