

Navajo County Community College District Governing Board Meeting Minutes

May 19, 2009 – 11:00 a.m.

2251 Navajo Boulevard, Holbrook, Arizona, 86025

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

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: Peggy Belknap, Everett Robinson, Linda Kor, Donna Ashcraft, Karalea Kowren, Neil Rabe, Dick Baird, Lynda Klingler, Roger Balzer, Rene Chase Begay, Julie Jackson, Kate Dobler-Allen, Leo Michael Yost, Heidi Fulcher, Beulah Bob-Pennypacker, Dawn Johnson, Susan Olsen, West Rabe, Debra McGinty.

Agenda Item 1: Call to Order and Pledge of Allegiance

Chairman Jeffers called the meeting to order at 11:13 a.m. Mr. Siquah led the Pledge of Allegiance.

Agenda Item 2: Adoption of Agenda

Mr. Siquah 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 Report– Vice President Hatch

Mr. Hatch reported that the college is three-quarters through the budget year. Mr. Hatch pointed out to Board members that there is a negative amount listed in the general fund under grants and contracts. Mr. Hatch explained that the negative amount is a result of a reclassification of revenue that was moved into the tuition and fees area of the budget. Mr. Hatch added that other budget items are where they are expected to be. Mr. Hatch reported that March property tax collections were on target as are property tax collections for the current fiscal year. Mr. Hatch reported that general fund expenditures are at 68% and where they are expected to be. Mr. Hatch explained that unrestricted plant fund revenue currently includes only investment income and transfers from the general fund. Mr. Hatch added that he anticipates the need to transfer funds to balance out expenditures and noted that those transfers are included in the current budget. Addressing the retirement of indebtedness fund, Mr. Hatch reported that the college will have \$1.7 million in expenditures before fiscal year end and that these expenditures will use the bulk of net cash for all activities. Mr. Hatch added that the college will continue to collect secondary property tax payments for the remaining three months of the fiscal year. Mr. Hatch reported that revenues are greater than expenditures for the restricted auxiliary and agency funds and that net cash for all activities is just over \$2 million.

4.B – CASO Report

Dr. Swarthout informed the Board that there would be no CASO report due to illness.



4.C. – NPC Faculty Association Report

Dr. Swarthout informed the Board that there would be no NPC Faculty Association report as faculty members are off contract. Dr. Swarthout announced that Dr. Sandy Johnson and Rickey Jackson will be the Faculty Association President and Vice President for the 2009-2010 academic year.

4.D. – Student Government Association

Dr. Swarthout informed the Board that there would be no Student Government Association report as Mr. Hinton is on leave.

4.E. – NPC Foundation

No report. Dr. Swarthout reported that the NPC Foundation held the annual fundraising auction on May 2, 2009 and raised approximately \$13,000 after expenses. This amount will fund student scholarships and is the second highest amount raised.

Agenda Item 5: Consent Agenda

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

Consent Agenda (Action):

- A. April 22, 2009 Study Session Minutes
- B. April 22, 2009 Regular Board Minutes

Agenda Item 6: Old Business

None.

Agenda Item 7: New Business

7.A. – Request to Approve the Annual Strategic Planning Report – President Swarthout

Dr. Swarthout requested Board acceptance of the annual strategic planning report as presented. Dr. Swarthout explained that the report is a somewhat detailed report of what the college, as a whole, has accomplished this year and that the Board will be presented with subsequent reports every May. Mr. Siquah moved to accept the annual strategic planning report as presented. Ms. Handorf 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 Pavement Improvement Contract – Vice President Hatch

Mr. Hatch presented the staff recommendation to approve a pavement improvement contract as discussed in study session. Mr. Hatch requested approval of a contract with ACE Asphalt of Arizona in the amount of \$133,983.26 for projects at Little Colorado, Painted Desert and White Mountain Campuses as well as the Hopi and Whiteriver Centers. Ms. Handorf moved to approve the pavement improvement contract as presented. Mr. Peaches seconded the motion. *The vote was unanimous in the affirmative.*



8.A.2. – Request to Approve Computer Lease – Director Velat

Mr. Velat presented the approval of the lease of 272 computers from University Lease as part of the three year computer replacement plan for the college. The proposed lease agreement will be for a term of three years with annual payments of \$107,948.16. Mr. Velat explained that the new computers will save the college approximately \$44,000 in electricity costs and approximately 472,000 pounds of carbon dioxide emissions per year compared to the computers they will replace. Mr. Velat added that the total savings from the 632 computers purchased over the last year, including the proposed purchase, will be approximately \$148,000 in electricity costs and 3.7 million pounds of carbon dioxide emissions per year compared to the computers they replace. Ms. Handorf moved to approve the lease of 272 computers from University Lease for a term of three years with annual payments of \$107,948.16. Mr. Peaches seconded the motion. *The vote was unanimous in the affirmative.*

8.A.3. – Request to Approve Video Equipment Purchase – Director Velat

Mr. Velat presented the staff recommendation to purchase two Tandberg endpoint units for deployment in the video classrooms at the Little Colorado Campus as part of the six year video equipment replacement plan in the amount of \$80,495.52. Mr. Peaches moved to approve the purchase of video equipment as presented. Ms. Handorf seconded the motion. *The vote was unanimous in the affirmative.*

8.A.4. – Request to Reject Request for Proposal, Multimedia Conferencing System AS#09-04 – Director Velat

Mr. Velat presented the staff recommendation to reject all bids for request for proposals, multimedia conferencing system, AS#09-04. Mr. Velat explained that the college requested bids for the replacement of the current system and the received bids ranged from approximately \$348,000 to \$450,000. Mr. Velat added that the evaluating committee determined that the very small increase in capacity and functionality did not justify the great expense. Mr. Siquah moved to approve the rejection of all bids for request for proposals, multimedia conferencing system, AS#09-04, as presented. Ms. Handorf seconded the motion. *The vote was unanimous in the affirmative.*

8.A.5. – Request to Approve White Mountain Apache Tribe Contract – President Swarthout

Dr. Swarthout requested approval of a contract with the White Mountain Apache Tribe for skills training services in the construction trades for the period of June 1, 2009 to May 18, 2010 in the amount of \$83,199.60. Dr. Swarthout explained that this is an annual contract that is supported by the White Mountain Apache Tribe's Workforce Investment Act funds to provide training while building tribal housing. Mr. Siquah moved to approve the White Mountain Apache Tribe contract as presented. Mr. Peaches seconded the motion. *The vote was unanimous in the affirmative.*

8.B. – SPASC Report – President Swarthout

Dr. Swarthout informed the Board that SPASC report would be postponed in light of the fact that the strategic planning report was submitted for Board acceptance. Dr. Swarthout reported that work continues on the self study in preparation for the Higher Learning Commission visit in October. Dr. Swarthout added that the September and October Board meetings will probably have to be relocated as the Tiponi Community Center meeting room will be dedicated to the HLC visit and serve as a resource room for HLC team members. Responding to a Board question, Dr. Swarthout explained that during the visit, only HLC team members will have access and use of the meeting room.



8.C. – Human Resources Update – Peggy Belknap

Ms. Belknap reported that Dr. Eric Henderson has accepted the position of Dean of Arts and Sciences. Ms. Belknap reported that the Institutional Research Analyst position has closed and interviews are occurring today. Ms. Belknap added that a committee is currently reviewing applications for the Carl Perkins Grant Manager position. Ms. Belknap reported that the Whiteriver Center Manager position has closed and applications are being reviewed. The Faculty in Nursing position closed last Thursday. Ms. Belknap noted that the Director of Developmental Services position will close May 21, 2009 and the Secretary to the Dean of Nursing and Allied Health will close May 22, 2009.

8.D. – Outstanding Alumnus Award – Susan Olsen

Ms. Olsen presented the May Outstand Alumnus Award to Julie Ann Jackson. Ms. Jackson was a member of the second NPC Nursing Program class and graduated in 1995. Ms. Jackson worked for ten years at what is now Summit Healthcare Regional Medical Center and currently works in the cardiac rehabilitation unit. Ms. Jackson was nominated by former NPC employee Lynda Klingler who met Ms. Jackson after suffering a heart attack in 2006. Ms. Klingler was so impressed by the level of care and Ms. Jackson's professionalism that she decided to nominate her for the Outstanding Alumnus Award. Ms. Jackson was nominated for Nurse of the Year and was runner up to a graduate of the first NPC Nursing class. Ms. Jackson serves her community by teaching lifestyle education classes to local groups and promotes careers in the healthcare field and the NPC Nursing Program. Ms. Jackson received the award, applause, and congratulations from President Swarthout and Chairman Jeffers.

8.E. – Emeritus and Meritorious Service Awards –Peggy Belknap

Ms. Belknap summarized the benefits of Emeritus and Meritorious service which include lifetime attendance to any college function, the ability to serve on committees as an honorary member as well as lifetime tuition waivers. Ms. Belknap recognized Ms. West Rabe, Secretary to the Dean of Nursing and Allied Health at White Mountain Campus. Ms. Rabe has served the college for 29 years and was a member of the 1978 NPC graduating class. Ms. Rabe began her full time employment in January of 1984 and during her employment, served for two years as the employee association president. In retirement, Ms. Rabe plans to catch up on her gardening and to devote time to service organizations. President Swarthout and Chairman Jeffers presented the Meritorious Service Award to Ms. Rabe, congratulated her and thanked her for her service to the college.

Ms. Belknap informed the Board that a second Meritorious Service awardee, Itka Troutman, formerly the Secretary to the Dean of Career and Technical Education, was not able to attend the meeting. Ms. Belknap informed the Board that Ms. Troutman served the college for 25 years.

Ms. Belknap recognized Heidi Fulcher, Dean of Developmental Services, noting that Ms. Fulcher has served the college for 23 years. Ms. Fulcher came to the college as a reading instructor in the basic skills department and during her tenure became a department chair, was instrumental in the restructuring of the department into what would become Developmental Services, was named division coordinator, director, and eventually dean. Ms. Fulcher commented that she is proud to have helped grow the program into one of the largest enrollment departments within the college and is gratified to meet former students that are now working in professional jobs serving the communities Ms. Fulcher has worked in. Ms. Fulcher is seeking a career change and will relocate to Washington state. Dr. Swarthout and Chairman Jeffers presented the Administrator Emeritus Award to Ms. Fulcher, congratulated her and thanked her for her service to the college.

Agenda Item 9: President's Report – President Swarthout

Dr. Swarthout thanked the Board members for their attendance at the spring 2009 NPC Commencement Ceremony and remarked that their presence means a lot to NPC graduates.



Dr. Swarthout informed the Board that Governor Brewer did not file the education stimulus application as expected on May 18th and hopes that it will be filed by the end of the day.

Dr. Swarthout reported that the college is working with statewide WIA boards and other community colleges on the stimulus grant for green jobs. Dr. Swarthout hopes to be able to give a status report to the Board by the end of the week.

Dr. Swarthout reported that she anticipates that an intergovernmental agreement and funding parameters will be in place for the replacement of the Arizona Community College Association and informed that Board that the agreement may be included in the June Board meeting.

Dr. Swarthout informed Board members that she is interested in holding a day long retreat with the Board in September to review the strategic plan for possible changes given the current recession environment. Dr. Swarthout would also like input from Board members on college responses to the budget situation. Dr. Swarthout will forward possible retreat dates to Board members for consideration.

Dr. Swarthout asked Kate Dobler-Allen, representing First Things First, to provide a brief update to the Board. Ms. Dobler-Allen reported that the organization has worked hard over the last month to make sure that contracts are in place so that programs can be funded beginning July 1, 2009 for fiscal year 2010, two of which involve NPC. The first initiative will create a scholarship program to support students working towards a CDA, or a two or four year degree in Early Childhood Education or a related Early Childhood related degree. Ms. Dobler-Allen reported that the baseline amount for the scholarship is \$14,000 and that the council voted to redistribute up to an additional \$10,000 of unused contract funds for a potential scholarship pool of \$24,000. Ms. Dobler-Allen reported that a secondary strategy is being funded and consists of community based training to offer coursework that meets NPC requirements in a format similar to SUCCEEDS to be offered in successive two hour Saturday sessions. Ms. Dobler-Allen reported that First Things First will move forward with NPC to develop infrastructure and designate curriculum and identify associate faculty to teach. Infrastructure building will be funded at \$2,000 for the first year and in fiscal year 2011 additional funds will be made available to cover tuition, course fees as well as transportation and materials costs for faculty. Ms. Dobler-Allen reported that the contracts will go before the State board on June 9th and following that meeting, draft agreements will be forwarded to Vice President Vest.

Agenda Item 10: Board Report/Summary of Current Events

Mr. Siquah reported that the Hopi Junior/Senior High School will participate in a young adult education program that will allow program completers to earn an actual high school diploma. Mr. Siquah added that he hopes diploma recipients will consider continuing their education at NPC's Hopi Center. Mr. Siquah added that kachina dances will be held the upcoming weekend and invited those present to attend.

Ms. Handorf reported that her family will enjoy a houseboat vacation on Lake Powell beginning next weekend.

Chairman Jeffers reported that he received an invitation from the NPC Rodeo Team to attend the National Finals in Wyoming and is pleased that the team had three members qualify for the national championships. Mr. Jeffers expressed his appreciation to staff and administration for their hard work in preparing for graduation. Mr. Jeffers added that the annual NPC Foundation Auction was a classy, professionally run event and that he was glad to see such wide participation by college staff.

Susan Olsen, Silver Creek Campus Manager, announced that the Children's Theatre class will stage a production of The Jungle Book and encouraged those present to attend next Friday.

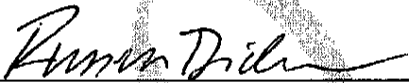


Agenda Item 11: Announcement of Next Regular Meeting: Tuesday, June 16, 2009, at 11:00 a.m. Mr. Jeffers added that the June meeting will include evaluation of the president's performance in an Executive Session to be scheduled for 8:30 a.m.

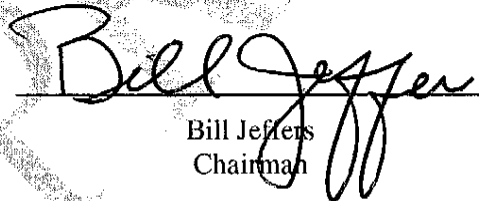
Agenda Item 12: Adjournment

The meeting was adjourned upon a motion by Mr. Siquah, a second by Ms. Handorf and a unanimous affirmative vote.

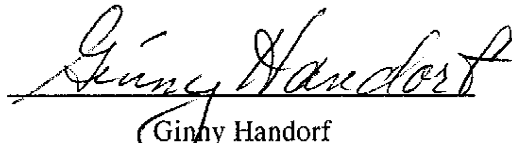
Respectfully submitted,



Russell Dickerson
Recording Secretary to the Board



Bill Jeffers
Chairman



Ginny Handorf
Secretary to the Board

