

# Navajo County Community College District Governing Board Study Session Minutes

November 18, 2008 – 9:30a.m.

2251 North Navajo Boulevard, Holbrook, Arizona, 86025

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

**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, Brandy Shumway.

## Reports:

### 1. Agenda Item 6.A.: Modular Building Use Plan – President Swarthout

President Swarthout summarized Staff's recommendation to approve a modular building use plan which was discussed in the March 2008 DGB study session. Dr. Swarthout stated that Staff recommends relocating nine modular buildings located on the former Hermosa Campus to several current NPC sites. Board discussion included campus needs, current economic conditions, cost of extracting, moving, and setting up the units, and a time frame for the moves. Vice President Hatch affirmed that the current budget allows for the costs. Vice President Hatch stated that Apache County no longer has a need for a modular facility and that Staff has no safety concerns with the conditions of the modular buildings.

### 2. Agenda Item 7.A.: NPC Policy 1180 Course Material – President Swarthout

President Swarthout summarized Staff's recommendation for approval of NPC Policy 1180 Course Material. Dr. Swarthout stated that legislation passed in the 2008 session requires the governing board of each community college district to adopt policies on or before January 1, 2009, that instruct faculty members or any other employees in charge of adopting course materials to make a request for information.

### 3. Agenda Item 7.B.: Computer Lease – John Velat

Information Services Director, John Velat, stated that Staff recommends approval of the comprehensive institutional computer/technology acquisition, maintenance, and disposal plan initiated in Fall 2006. Vice President Hatch affirmed that statutory requirements for contracts allow for withdrawal from the contract if there is no funding.

### 4. Agenda Item 7.C.: Voluntary 403(b) Program – Vice President Hatch

Vice President Hatch summarized Staff's recommendation for approval of a Voluntary 403(b) Program and authorization to develop written plans, authorizing President Swarthout to sign all necessary documents. Mr. Hatch stated that the Internal Revenue Service has published final 403(b) regulations which allocate increased responsibilities to the employer as sponsor of the 403(b) "Plan" and which broaden employee participation. Mr. Hatch stated that it is anticipated that the approximately 30 NPC employees who participate in a 403(b) plan will have three providers from which to choose.



**5. Agenda Item 7.E.: Show Low Main Street Request for Letter of Support - President Swarthout**

President Swarthout referred to the sample letter in support of the Show Low Main Street project to acquire a grant to support a regional needs assessment for a four-year degree granting institution to be located in the city of Show Low. President Swarthout stated that NPC participates in the Course Applicability System (CAS) which facilitates credit transfer to other educational institutions.

**6. Northeastern Arizona Training Center – President Swarthout**

President Swarthout introduced four NATC representatives: John Cole, Mayor of Taylor and Chair of the NATC Board of Directors; Sterling Solomon, attorney for the Town of Taylor; Eric Duthie, Town of Taylor Manager; and Eric Ritz, Executive Director of NATC. John Cole familiarized the District Governing Board with training facility activities and construction development. Eric Ritz stated that Phase I construction is near completion and that the center held a successful public open house in early October. Mr. Ritz stated that there has been a fairly high level of facility usage from various local and state agencies throughout the fall months. The burn tower has recently been completed, and there is substantial subscription for future use. Mr. Ritz emphasized that construction will be ongoing because as more funding becomes available, more training services will be added to the facility.

Responding to Board questions regarding the operating budget, Mr. Ritz stated that the financial plan which was submitted to the NATC board focused on inviting and allowing all local law enforcement and fire agencies in the two-county area to use the facility as often as their budgets would allow without excluding any agencies regardless of their budget size or training requirements. The budget plan indicated that the partners, NPC, Navajo County, and the Town of Taylor participate equally in the operating expenses; the fire and law enforcement entities would be assessed an annual contribution or subscription based on a percentage of their operating budgets. Mr. Ritz stated that much has been learned over the past year regarding the budget, and it is anticipated that the current \$200,000 estimated budget will be less than \$200,000 next year. Sterling Solomon referenced an agreement made in 2006 between NPC and NATC and suggested that it is time to re-visit the relationship and make a new, clear agreement with respect to what the affiliation is between NPC and NATC. Mr. Solomon stated that the 2006 agreement does not mention funding, and invited NPC to negotiate an agreement which would clarify funding and other issues.

Reviewing some of the history of the center, Mr. Cole stated that the partnership includes the Town of Taylor, Navajo County, NPC, the Northern Arizona Fire Chiefs Association (Whose membership includes the majority of fire districts and fire departments in Navajo and Apache counties), and the Northern Arizona Police Association (the law enforcement organization for Navajo and Apache counties). Mr. Cole stated that several years ago, the Town of Taylor provided \$500,000 through a GADA loan which NATC is paying back. Before the Executive Director was hired by the NATC Board as a County employee, the Town of Taylor provided the administrative duties and responsibilities for the center. The Executive Director and Town of Taylor staff currently provide for the administrative needs. Over the last year, Navajo County, NPC, the Fire Chiefs Association, and law enforcement have contributed to the operations. Mr. Cole stated that much good faith effort has been contributed by the partners and that it is now time to iron out the details of operational issues.

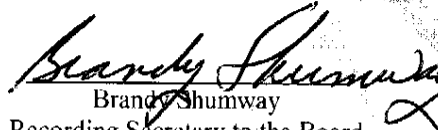
Responding to board questions regarding future usage, Mr. Ritz stated that a reasonable target for next year would be an increase of 20% above the current year's operations. Mr. Ritz has encouraged all of the partners to differentiate between capital costs and operating costs. The current financial plan is based on an annual subscription by the key partners. Long term, the plan is to reduce the amount of the key stakeholders' annual subscriptions through increase in usage by other entities which will be charged yet-to-be determined fees. Mr. Ritz

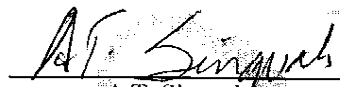


stated that he will provide a copy of the 2008-2009 NATC operating plan for DDGB members; the 2009-2010 operating plan is forthcoming. Sterling Solomon reiterated that the 2006 agreement needs to be re-addressed and updated. John Cole expressed his appreciation for concerns and for the necessity of full disclosure of the operating plans. Mr. Cole stated that the training provided at the center will make communities safer and improve quality of life. Board members thanked NATC representatives.

Study session ended at 10:50a.m.

Respectfully submitted,

  
Brandy Shumway  
Recording Secretary to the Board

  
A.T. Siquah  
Chairman

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Kem MacNeille  
Secretary to the Board

