

Navajo County Community College District Governing Board Meeting Minutes

August 17, 2010 – 11:00 a.m.
2251 East Navajo Boulevard, Holbrook, Arizona, 86025

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

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

Others Present: Everett Robinson, Linda Kor, Karalea Kowren, Peggy Belknap, Ann Hess, Matt Weber, Beulah Bob-Pennypacker, Tom Hansen, Cindy Hildebrand, Loyelin Aceves, Maderia Ellison, Susan Olsen, Emma Hillend and Sandra Johnson.

Agenda Item 1: Call to Order and Pledge of Allegiance

Chairman Jeffers called the meeting to order at 11:00 a.m. Mr. Peaches led the Pledge of Allegiance.

Agenda Item 2: Adoption of Agenda

Mr. Parsons moved to adopt the agenda as presented. Ms. Handorf 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 year-end report for fiscal year 2009-2010 and noted that the amounts being reported were unaudited figures. Mr. Hatch reported that primary property tax collections are at 99% through the end of the year and are in line with expectations for a typical year. Mr. Hatch added that the college does continue to collect secondary tax receipts that show in the retirement of indebtedness fund and that the slight delay in collections does not pose any problem for the college. Mr. Hatch reported that the balance of general fund revenues totals 105% of budgeted amounts and expenditures total almost \$18.6 million, or 81% of budgeted amounts. Mr. Hatch noted that the reduced expenditure amount is a result of cost savings measures implemented throughout the year and represents a great deal of effort on part of all college employees. Mr. Hatch reported that unexpended plant fund revenues, comprised mainly of transfers from the general fund, are on target for receipts but added that investment income in the general and restricted funds are well below originally budgeted amounts. Mr. Hatch reported that expenditures in the unexpended plant fund were about half of budgeted amounts. Mr. Hatch reported that restricted fund revenues are at 115% due to some previous transfers from the general fund as well as unanticipated federal stimulus funding. Mr. Hatch added that he anticipates budget adjustments in the restricted fund as the audit process moves forward. Mr. Hatch reported that restricted fund expenditures are at 106% of budget and noted that restricted fund revenues are greater than expenditures. Mr. Hatch reported that auxiliary fund revenues and expenditures are at 84% and 55%, respectively, and added that both were affected by the implementation of the online bookstore. Mr. Hatch reported that the unaudited net cash for all activities totals \$7.9 million. Mr. Hatch explained that some of the net cash will be transferred to the capital fund and left in the general fund as contingency funds.



4.B. – NPC CASO – No report

4.C. – NPC Faculty Association – No report

4.D. – NPC Student Government Association – No report

4.E. – NPC Foundation – Lance Chugg

Mr. Chugg, NPC Foundation Executive Director, presented NPC Foundation Golf Tournament gift bags to Board members. Mr. Chugg noted that the current economic climate presented challenges this year and resulted in reduced participation by golf teams and corporate sponsors. Mr. Chugg noted that holding the tournament on a Friday may have contributed to the lower participation and reported that next year's tournament will be tentatively held on the third Saturday in August 2011. Mr. Chugg added that he is hopeful that a Saturday event date will result in greater participation next year. Mr. Chugg reported that the NPC Foundation will hold an annual meeting/scholarship dinner in October which will provide an opportunity for scholarship donors and Foundation members to see how students benefit. Mr. Chugg reported that the Music in the Pines event was not held this summer and that the Foundation is looking at a musical event closer to the Valentine's Day holiday. With regard to the reopening of the fitness center, Mr. Chugg reported that the Foundation's effort to locate a partner, who would locate a physical therapist to establish a practice in conjunction with the fitness center, has failed. Mr. Chugg reported that a discussion with an alternate partner, who would establish at least a part-time practice in conjunction with the fitness center, will occur soon and that he will contact President Swarhout and Chairman Jeffers with an update following the talks. Mr. Chugg added that a backup partner, who would operate only the fitness center in their own space, has been identified. Mr. Chugg explained that tying the fitness center to a medical practice would be the most profitable arrangement and result in more student scholarship funds and service to Holbrook residents. Responding to a question from Chairman Jeffers, Mr. Chugg was unable to provide a firm date for the reopening of the fitness center and reported that the fitness equipment is currently located at the former NPC district office building but is not set up and ready for use. Mr. Chugg reported that the Foundation has postponed the annual auction until next fiscal year and added that a silent auction component may be included during the planned scholarship dinner.

Agenda Item 5: Consent Agenda

Ms. Handorf requested that consent agenda item B. be set aside for discussion. Mr. Peaches moved to approve consent agenda items A., C., and D., as presented. Mr. Parsons seconded the motion. ***The vote was unanimous in the affirmative.*** Ms. Handorf offered two corrections to statements made by herself and Dr. Swarhout as recorded on the second page of the June 15, 2010 Executive Session Minutes. Chairman Jeffers commented that the intent of her statements was understood correctly and that the suggested corrections could be made. Ms. Handorf moved to approve consent agenda item B., June 15, 2010 Executive Session Minutes, as discussed and amended. Mr. Parsons seconded the motion. ***The vote was unanimous in the affirmative.***

Consent Agenda (Action):

- A. June 15, 2010 Study Session Minutes (T2)
- B. June 15, 2010 Executive Session Minutes (T2)
- C. June 15, 2010 Regular Board Meeting Minutes (T2)
- D. 2010-2011 Dual Enrollment Intergovernmental Agreement Between the Navajo County Community College District and St. Johns USD No. 1, Winslow USD No. 1, Snowflake USD No. 5, Blue Ridge USD No. 32, Pinon USD No. 4, Show Low USD No. 10, Whiteriver USD No. 20, Cedar USD No. 25 and Sanders USD No. 18

Agenda Item 6: Old Business

None.



Agenda Item 7: New Business

7.A. – Request to Approve Intergovernmental Agreements with NAVIT – Vice President Hatch

Mr. Hatch presented the staff recommendation to approve the central programs and dual enrollment intergovernmental agreements with NAVIT as discussed and reviewed in study session. Matt Weber, NAVIT Superintendent, commented that NAVIT is grateful for the partnership with NPC. Mr. Peaches moved to approve the NAVIT intergovernmental agreements as presented. Ms. Handorf seconded the motion. ***The vote was unanimous in the affirmative.***

7.B. – Request to Approve Intergovernmental Agreement with Apache County – Vice President Hatch

Mr. Hatch presented the staff recommendation to approve the intergovernmental agreement with Apache County for the 2010-11 and 2011-12 academic years as discussed and reviewed in study session. Mr. Hatch noted that both parties have moved back to a two year agreement following a one year agreement for the 2009-10 academic year. Mr. Parsons thanked Dr. Swarhout and Mr. Hatch for reviewing the Apache County financial information with him and added that he is comfortable with the agreement as it does not create a burden for Navajo County taxpayers. Mr. Parsons moved to approve the intergovernmental agreement with Apache County as presented. Ms. Handorf seconded the motion. Chairman Jeffers noted that the approximate 11.5% paid by Apache County for instructional, administrative and overhead costs results in non-monetary benefits to both counties. Dr. Swarhout agreed that the 11.5% received from Apache County allows for an increased level of service to Navajo County residents. ***The vote was unanimous in the affirmative.***

Agenda Item 8: Standing Business

8.A. – Human Resources Update – Peggy Belknap

Human Resources Director Peggy Belknap announced the following new hires: Louella Nahsonhoya, Apache County Academic Advisor; Janice Cortina, Faculty in Developmental Services; Ryan Rademacher, Temporary Faculty in English; Jean Hammond, Springerville Center Assistant/Monitor; Shawntel Skousen, St. Johns Center Assistant/Monitor; and Lloyd Albert, LCC Campus Monitor. Ms. Belknap reviewed the 11 positions that are open or in process. Ms. Belknap reported that new employee orientation was held on August 11th and that employee service awards were presented, and discrimination/harassment training was held at the August 13th convocation.

8.B. – Employee of the Month Award – Peggy Belknap

Emma Hillend, Assistant to the Campus Manager at Silver Creek Campus, was selected as the May 2010 Employee of the Month. Ms. Hillend selected Vice President Hatch as her Administrative Victim and assigned him campus office counter and phone duties for a day. Cindy Hildebrand, Student Services Information Data Specialist, was selected as the June 2010 Employee of the Month. Ms. Hildebrand will be treated to lunch by Ms. Belknap.

8.C. – Alumnus of the Month Award – Susan Olsen

Lorraine Benally, Kayenta Center Manager, was named the August 2010 Alumnus of the Month. Ms. Benally was unable to attend the meeting to receive her award due to ongoing fall 2010 student registration at the Kayenta Center. Ms. Benally began working for the college as a work study student, then as Kayenta Center Advisor, and finally as Kayenta Center Manager. Her nominator, Myrtle Dayzie-Gray, Kayenta Center Advisor, credits Ms. Benally with being extremely student service focused; Ms. Benally and is known as “The NPC Lady” in Kayenta. Ms. Benally earned Associate of Arts and Associate of Applied Science degrees at NPC.



Agenda Item 9: President's Report – President Swarthout

Dr. Swarthout reported that the college will host the Arizona Community College Presidents' Council (ACCPC) on August 18 and 19 at the White Mountain Campus; a joint District Governing Board meeting between NPC, Mohave and Coconino community colleges is scheduled for September 27th at Coconino Community College; six modular buildings from the former Hermosa Campus have been relocated to White Cone High School and one of three units requested by Apache County has been relocated and the remaining two units are ready for transport; Karen Nicodemus of Getting AHEAD will present information at the ACCPC meeting as well as the Joint ACCPC/AADGB meeting in September; and that the District Governing Board retreat will be held on September 22, 2010.

Agenda Item 10: Board Report/Summary of Current Events

Ms. Handorf announced that she was elected Treasurer for the State District Governing Board Association.

Agenda Item 11: Announcement of Next Regular Meeting: Tuesday, September 21, 2010.

Agenda Item 12: Ethics Training for District Governing Board Members

Michelle Parker, Legal Counsel for the college, was present to provide ethics training to Board members. Ms. Parker recommended that, if Board members want to ask specific questions regarding the college and receive answers that constitute legal advice, the Board enter Executive Session. Board members had only general questions and chose not to go into Executive Session. Ms. Parker provided Board members with a bound collection of DGB related articles for review, including a HLC report on a particular Arizona Community College District Governing Board that has recently received much public, negative attention. Board members reviewed materials related to the primary functions of governing boards and received answers to questions related to Board member voting and shared governance within institutions of higher education.

Agenda Item 13: Adjournment

The meeting was adjourned at 1:24 p.m. upon a motion by Mr. Parsons, a second by Mr. Peaches, and a unanimous affirmative vote.

Respectfully submitted,



Russell Dickerson
Recording Secretary to the Board



Bill Jeffers
Chairman



Ginny Handorf
Secretary to the Board

