

# Navajo County Community College District Governing Board Meeting Minutes

October 19, 2010 – 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, Daniel Peaches and A.T. Siquah

**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:** Karalea Kowren, Everett Robinson, Linda Kor, Eric Henderson, Peggy Belknap, Ann Hess, Ina Sommers, Julie Holtan, April Overstreet, Dustin Benevides, Rickey Jackson, Kathy McPherson, MiAnna Tyler, Brian Burson, Gary Mack, Elizabeth Toth, Beulah Bob-Pennypacker, Preston Romero and David Roberts.

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

Chairman Jeffers called the meeting to order at 11:00 a.m. Ms. Handorf 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 reported that through the end of August, 17% of the current budget period has expired. Mr. Hatch reported that in the general unrestricted fund, the primary tax collection is at 1.5% at this early point in the budget period; last month the college received first quarter State aid and has applied to receive the second quarter installment; and tuition and fee collection is at 22% which is about 6% lower than expected. Mr. Hatch reviewed the tuition and fee revenue graph and noted that he will continue to monitor tuition and fee collection and added that the current 6% decrease in tuition and fee revenue could become significant should the downward trend continue. Mr. Hatch does not expect a clear tuition revenue trend indicator until half way through the academic year and will continue to provide tuition and fee reports to the Board monthly. Mr. Hatch reported that general fund revenues and investment earnings are at expected levels and expenditures are currently at 10%. Mr. Hatch reported that restricted fund expenditures are at 23% and required a transfer of \$236,000 to balance the fund. Mr. Hatch reported that auxiliary fund revenues are at 31%, expenditures are at 13% and the fund is still experiencing the effects of changes to bookstore operations and the transfer of community education and business and industry training programs into the fund. Mr. Hatch reported that net cash for all activities totals \$1.6 million.

### **4.B. – NPC CASO – Ina Sommers**

Ina Sommers, CASO President, reported that CASO is currently focused upon the upcoming CASO Retreat to be held on October 22, 2010 at the Holbrook Fire Department. Ms. Sommers reported that the retreat will focus on the role of staff at NPC and that guest speakers will provide tips on adapting to change positively and relaxation and stress reduction techniques. Ms. Sommers reported that Mr. Hatch will also provide CASO members with a report on the financial state of the college.



**4.C. – NPC Faculty Association – Gary Mack**

Gary Mack, NPC Faculty Association President, reported that he met with Dr. Swarthout to discuss the proposed shared governance procedure; faculty members are discussing electronic bookstore issues; and that the faculty salary negotiation committee is formulating recommendations. Mr. Mack provided a brief update on the activities of some faculty members and noted that NPC Faculty Association President Elect, Brian Burson, who was present, was celebrating his birthday. Mr. Mack reported that the Faculty Association voted to support the administration in any decision made to hire a new Vice President for Learning.

**4.D. – NPC Student Government Association – Jake Hinton**

Preston Romero, SGA President, reported that two more student senators have been identified and that SGA will hold its first official meeting on Friday. Mr. Romero reported that October 1, 2010 is the deadline for the SGA Netbook Scholarship. Mr. Romero reported that SGA members attended a meeting at Diné College to explore ways of improving collegiality between student government groups. Ms. Handorf expressed her appreciation for the hard work being done by SGA.

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

Lance Chugg, NPC Foundation Executive Director, reported that the fitness center opened at the former Holbrook Library building on October 11, 2010 and added that the Foundation is pleased that services are available to the community and will provide continued funding of student scholarships. Mr. Chugg commended the efforts of Beulah Bob-Pennypacker, Financial Aid Director, and the financial aid staff in awarding Foundation scholarships. Mr. Chugg reported that the Foundation's annual meeting and scholarship dinner is scheduled for October 21, 2010 at the Heritage Social Hall in Snowflake, Arizona.

**Agenda Item 5: Consent Agenda**

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

**Consent Agenda (Action):**

- A. September 21, 2010 Study Session Minutes
- B. September 21, 2010 Regular Board Meeting Minutes
- C. 2010-2011 Dual Enrollment Intergovernmental Agreement Between the Navajo County Community College District and Joseph City USD No. 2 and Heber-Overgaard USD No. 6

**Agenda Item 6: Old Business**

**6.A. – Administration of Oath of Office – Chairman Jeffers**

Chairman Jeffers administered the oath of office to Ms. Handorf who will serve a six year term representing District 5, effective January 1, 2011.

**Agenda Item 7: New Business**

**7.A. – Request to Approve New Legal Representation – President Swarthout**

Dr. Swarthout presented the staff recommendation to approve new legal representation for the college. Mr. Peaches moved to approve Mr. Don Peters, of LaSota & Peters, as the new legal representative for the college. Ms. Handorf seconded the motion. *The vote was unanimous in the affirmative.*



**7.B. – Board Resolution Regarding Four Year College Movement – Chairman Jeffers**

Dr. Swarthout prefaced discussion by explaining that the formulation of a Board position document was driven by concerns expressed by Board members as well as increasing pressure from governmental entities and the public to make the Board's position known. Board members resumed review and discussion of the position document presented by Ms. Handorf for Board consideration. Board members reviewed suggested edits identified in study session and continued discussion in preparation for formal action. Ms. Handorf moved to approve the Board resolution to adopt the Board position statement as discussed and amended by Board members. Mr. Parsons seconded the motion. **The vote was unanimous in the affirmative.** Ms. Handorf will give her notes, which include a full accounting of the changes made during the meeting, to staff to be that will be incorporated into a final document for distribution. Dr. Swarthout thanked Board members for their efforts to craft the Board position statement.

**Agenda Item 8: Standing Business**

**8.A. – Strategic Planning and Accreditation Steering Committee (SPASC) Report – Director Bishop**  
Eric Bishop, SPASC Co-Chair, reported that SPASC is working to gather information in preparation for making a recommendation to Dr. Swarthout regarding accreditation pathways in December. Mr. Bishop reported that key college members have been identified to collect information and that one page summaries of each accreditation pathway have been formulated. Mr. Bishop reported that SPASC members have requested a listing of pros and cons for each pathway be formulated. Mr. Bishop reported that a Higher Learning Commission staff member has been invited to the spring convocation to discuss accreditation options and that the presentation will be webcast to other Arizona community colleges.

**8.B. – Human Resources Update – Peggy Belknap**

Peggy Belknap, Human Resources Director, announced the following new hires: Don Call, Recruitment Advisor; Anna Calhoun, Information Services Technician I; and Bill O'Laughlin, Little Colorado Campus Monitor. Ms. Belknap provided updated information about open positions and those positions currently in process. Ms. Belknap concluded by reporting that her department is gearing up to have the multiple faculty positions filled in preparation for the fall 2011 semester.

**8.C. – Alumnus of the Month Award – Julie Holtan**

NPC Music Professor Julie Holtan introduced Dustin Benevides as the Alumnus of the Month. Ms. Holtan reported that Mr. Benevides is a member of Phi Theta Kappa as well as a talented singer and actor who has appeared in several NPC theatrical productions. Ms. Holtan stated that she is very proud of Mr. Benevides and presented him with the award. Mr. Benevides, who was accompanied by family members, thanked Ms. Holtan and the Board for the award and expressed his appreciation of NPC.

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

Dr. Swarthout presented Mr. Peaches a plaque in recognition of his 25 years of service on the Board and to the students, staff and communities of NPC. Mr. Peaches accepted the award and thanked those in attendance for the recognition.

Dr. Swarthout briefly discussed statewide issues including:

- Common course numbering: Dr. Swarthout reported that common course numbering is now part of state statute, progress has been slow, recommendations to JLBC are due soon, implementation costs for true and virtual common course numbering are projected to be high, and the move to common numbering will likely face resistance from the universities.
- Gates Foundation, Completion by Design: Dr. Swarthout explained that Arizona is one of nine states that will compete for \$35.5 million that will be awarded to only five winning proposals. Dr. Swarthout noted that only certain schools, those with a Pell grant recipient rate of 25% or greater, are considered managing



partners under the grant guidelines. Dr. Swarthout reported that the community college presidents provisionally agreed to divide the state into three geographically based regions that will each submit a proposal. Dr. Swarthout reported that the northern tier group met and determined that none of the schools, NPC, Coconino, Mohave and Yavapai, have the capacity to act as managing partners and were uncomfortable competing with other Arizona colleges. Dr. Swarthout added that each northern tier college has offered Maricopa an eligible campus location and that Maricopa has accepted the offer to establish a cadre. Dr. Swarthout noted that this arrangement frees up staff to concentrate on a second pot of Gates Foundation grant money that has recently become available.

- Complete to Compete Data/Metrics and Vision 2020 Summit: Dr. Swarthout reported that the community college presidents will meet on October 28, 2010 to formulate policy statement and ABOR Vision 2020 metric responses.
- ACCPC positioning on community college board issue: Dr. Swarthout reported that the presidents have recommended to the Governor that a data coordination board be established.
- Joint Council of Presidents (JCP): Dr. Swarthout reported that JCP is back in session and will provide the opportunity for community college presidents to meet with university presidents.

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

Ms. Handorf reported that the White Mountain Belles performed at the Navajo County Fair and more recently at the Blue Ridge High School talent show last week.

**Agenda Item 11: Announcement of Next Regular Meeting:** Tuesday, November 16, 2010.

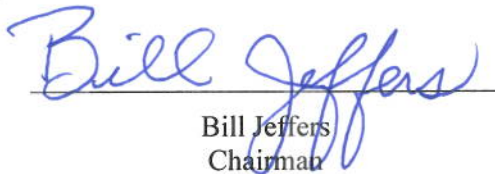
**Agenda Item 12: Adjournment**

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

