

# Navajo County Community College District Governing Board Meeting Minutes

January 18, 2011 – 11:00 a.m.  
2251 East Navajo Boulevard, Holbrook, Arizona, 86025

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

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

**Others Present:** Ann Hess, Rickey Jackson, David Roberts, Peggy Belknap, Maderia Ellison, John Bremer, Lauren Sedillo, Matt Weber, Beulah Bob-Pennypacker, Paul Watson, Kelly Willis, Doug Brimhall and Ina Sommers.

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

Chairman Jeffers called the meeting to order at 11:05 a.m. Ms. Handorf led the Pledge of Allegiance.

## **Agenda Item 2: Adoption of Agenda**

Mr. Parsons moved to adopt the agenda as presented with the provision that the Board move agenda item 7.F, Request to Grant Sewer Easement, to the top of the agenda. Ms. Handorf seconded the motion. *The vote was unanimous in the affirmative.*

## **Agenda Item 3: Call for Public Comment**

None.

## **Agenda Item 7: New Business (See Agenda Item 2: Adoption of Agenda)**

### **7.F. – Request to Grant Sewer Easement – Vice President Hatch**

Mr. Hatch presented the staff recommendation for approval of a sewer easement to the Town of Snowflake as discussed in study session. Mr. Hatch summarized earlier discussion noting that a backflow prevention device would be installed, the Town of Snowflake will be responsible for sewer line maintenance and that Dr. Swarthout will be authorized to sign sewer easement documentation. Town of Snowflake and developer representatives answered specific questions with regard to college property. Ms. Handorf moved that NPC grant the sewer easement to the Town of Snowflake as presented and discussed. Mr. Parsons seconded the motion. *The vote was unanimous in the affirmative.*

## **Agenda Item 4: Reports**

### **4.A. – Financial Position – Vice President Hatch**

Mr. Hatch reported that through the end of November 2010, the primary property levy is just over 50% collected in line with expected collection trends and that April 2011 is expected to be the next month of substantial collections. Mr. Hatch reported that the college has received 50% of State aid and that the college expects to be fully funded and has requested a third quarter allocation. Mr. Hatch reported that tuition and fee collection through November are at 41% and continue to fall below expected levels. Mr. Hatch reported that investment earnings are on target, as are all other general fund areas. Mr. Hatch reported that through November, general fund revenues are at 52% with 42% of the budget period expired and that expenditures are at 30%. Mr. Hatch



reported that unrestricted plant fund revenues are the result of transfers from the general fund and fund expenditures remain light as the college continues to be cautious with regard to capital expenditures. Mr. Hatch reported that restricted, auxiliary and agency fund revenues are greater than expenditures and through November net cash for all activities totals approximately \$7.1 million.

**4.B. – NPC CASO – Ina Sommers**

Ina Sommers, CASO President, reported that CASO held an annual planning meeting following the January convocation, CASO members are looking forward to the April NPC picnic and CASO members will once again hold a non-foods drive to benefit organizations in NPC communities.

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

Gary Mack, NPC Faculty Association President, reported that Sandy Manor, NPC Disability Resource and Access Coordinator, will be invited to attend the next Faculty Association meeting to discuss college policy and procedures regarding student mental health problems as faculty members would like information following the shootings in Tucson, Arizona. Mr. Mack reported that the Faculty Association held a successful retreat on December 10, 2010 and discussion centered around the impact of technology on classrooms. Mr. Mack reported that work continues on a Faculty Senate constitution.

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

Mr. Hinton reported that the Second Annual Coed Basketball Tournament will take place on February 12<sup>th</sup> and 13<sup>th</sup> at Holbrook High School. Mr. Hinton reported that auditions for the Third Annual NPC Talent Show will take place on February 18, 19, 25 and 26 at the Little Colorado and Silver Creek Campuses. Mr. Hinton reported that SGA will hold special elections to fill senator positions at the White Mountain and Painted Desert Campuses and the Kayenta Center.

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

No report.

**Agenda Item 5: Consent Agenda**

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

**Consent Agenda (Action):**

- A. November 16, 2010 Study Session Minutes
- B. November 16, 2010 Regular Board Meeting Minutes
- C. 2009-2010 Dual Enrollment Intergovernmental Agreement Between the Navajo County Community College District and Blue Ridge USD No. 32
- D. 2010-2011 Dual Enrollment Intergovernmental Agreement Between the Navajo County Community College District and Hopi Junior/Senior High School, Inc.

**Agenda Item 6: Old Business**

None.



## **Agenda Item 7: New Business**

**7.A. – Request to Approve Open Pathway for Accreditation** – President Swarthout and Director Bishop  
Dr. Swarthout presented the staff request to approve a recommendation for the college to move to the Open Pathway for Higher Learning Accreditation as discussed in study session. Ms. Handorf moved to approve movement to the Open Pathway accreditation pathway. Mr. Parsons seconded the motion. *The vote was unanimous in the affirmative.*

**7.B. – Request to Approve 2011-2012 Budget Development Calendar** – Vice President Hatch  
Mr. Hatch presented the staff request to approve the 2011-2012 budget development calendar that was reviewed and discussed in study session. Mr. Hatch noted that the proposed calendar is consistent with what the college has done in the past. Mr. Parsons moved to approve the 2011-2012 budget development calendar as presented. Ms. Handorf seconded the motion. *The vote was unanimous in the affirmative.*

**7.C. – Request to Approve Acceptance of Nursing Grant** – Vice President Vest  
Mr. Vest presented the staff request to approve acceptance of a federal Health Resources and Service Administration (HRSA) Nursing scholarship grant in the amount of \$30,000 as discussed in study session. Mr. Vest noted that the college has successfully administered the HRSA grant in the past. Mr. Vest notified Board members that the college did not receive notification of the award before half the grant period expired and added that he does not anticipate any problems awarding the money to nursing students by the grant completion date of June 30, 2011. Mr. Parsons moved to approve acceptance of the HRSA Nursing scholarship grant in the amount of \$30,000 as presented. Ms. Handorf seconded the motion. *The vote was unanimous in the affirmative.*

**7.D. – Request to Approve IGA with Navajo County** – Director Bishop  
Mr. Bishop presented the staff request to approve the network resources sharing agreement between Navajo County and the college district as discussed in study session. Mr. Bishop explained that the agreement will allow both tax supported entities to collaborate on networking projects that will result in future cost savings. Mr. Bishop noted that the agreement will create no negative impact on the college and will produce immediate benefits for the County and future benefits for the college. Ms. Handorf moved to approve the intergovernmental agreement with Navajo County as presented. Chairman Jeffers seconded the motion. *The motion was approved by a majority affirmative vote and a single abstention by Mr. Parsons.*

**7.E. – Request to Approve Land Lease with the White Mountain Apache Tribe** – Director Bishop  
Mr. Bishop presented the staff request to approve a land lease with the White Mountain Apache Tribe for network facilities located at McKay's Peak and Whiteriver Point as discussed in study session. Mr. Bishop explained that the college has operated under a month to month arrangement with the Tribe as the most recent lease expired in 2009. Mr. Bishop added that the college needs to have a lease agreement in place that will cover additional land required for network improvements. Mr. Bishop reported that the lease rate starts at \$7,200 for the first year with standard 2% yearly increases for a term of 7 years with an option extend for an additional 5 years. Mr. Bishop added that the locations are necessary for operations at the Whiteriver Center. Mr. Parsons moved to approve the land lease with the White Mountain Apache Tribe as presented and discussed. Ms. Handorf seconded the motion. *The vote was unanimous in the affirmative.*

**7.F. – Request to Grant Sewer Easement** – Vice President Hatch  
Item moved to the top of the agenda. (See Agenda Item 2: Adoption of Agenda)



## **Agenda Item 8: Standing Business**

### **8.A.**

– *Strategic Planning and Accreditation Steering Committee (SPASC) Report* – Director Bishop Eric Bishop, SPASC Co-Chair, reported that in December, SPASC made a recommendation to President Swarthout to move to the Open Pathway for Higher Learning Commission accreditation. Mr. Bishop reported that SPASC will meet on February 4, 2011 to begin revising the college strategic plan which will be sent out this year for college-wide comment. Mr. Bishop reported that the webcast of Dr. Lynn Priddy's Open Pathway presentation at the January convocation was a success and was attended virtually by approximately 100-120 people from Coconino, Arizona Western, Cochise and Mohave Community Colleges.

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

Peggy Belknap presented the Human Resources update for January and provided updated numbers of applicants for currently open positions. Ms. Belknap introduced two new employees, Mr. John Bremer, Controller and Ms. Lauren Sedillo, General Ledger Account, to Board members. Ms. Belknap announced that Ms. Nancy Williams assumed the role of Interim Dean of Nursing and Allied Health and will serve in that capacity through June 2011.

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

Dr. Swarthout reported that she is working with the Navajo County Schools Superintendent on an appointment for the District 2 seat vacated by Mr. A.T. Siquah in December. Dr. Swarthout and Board members agreed to hold a special teleconference Board meeting at 8:00 a.m. on Thursday, January, 20, 2011 for the purpose of electing Board officers for 2011. Dr. Swarthout reported that ACCPC will meet on Wednesday and Thursday and the group is currently working to get an appointment to meet with the Governor. Regarding the impact of budget cuts to community colleges, Dr. Swarthout explained that the Governor's proposed budget cuts university funding by approximately 10% and community colleges by approximately 50%. Dr. Swarthout noted that there is large inequity in state funding per student with universities receiving about \$4,950 per student while community colleges receive only \$750 per student. Dr. Swarthout added that ACCPC is close to completing a community college strategic planning document. Dr. Swarthout announced that the spring NPC picnic will take place on Friday, April 20, 2011 in Snowflake.

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

Ms. Handorf reported that AADGB has a new representative from Maricopa Community Colleges and that the group is working on a position statement that outlines AADGB constituents, goals and means of increasing community college affordability and accessibility.

**Agenda Item 11: Announcement of Next Regular Meeting:** Tuesday, February 15, 2011.

## **Agenda Item 12: Adjournment**

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



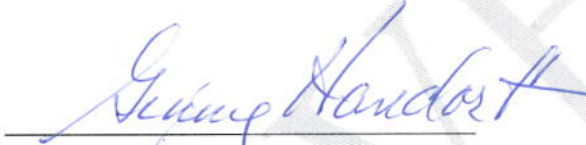
Respectfully submitted,



Russell Dickerson  
Recording Secretary to the Board



Bill Jeffers  
Chairman



Ginny Handorf  
Secretary to the Board

APPROVED

