

# Navajo County Community College District Governing Board Meeting Minutes

March 15, 2011 – 11:00 a.m.

2251 East Navajo Boulevard, Holbrook, Arizona, 86025

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

**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, Everett Robinson, Beulah Bob-Pennypacker, Eric Henderson, Linda Kor, Peggy Belknap, Hallie Lucas, Karalea Cox, MiAnna Tyler, Rene Chase Begay, Matt Weber, Brian Burson, Terrie Shevat, Ben Poortstra, Bryan Baker and Alan Cramp.

## **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. Peaches moved to adopt the agenda as presented with the provision that the Board reserve the option to address items so as to accommodate guests attending the meeting. Ms. Handorf seconded the motion. *The vote was unanimous in the affirmative.*

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

None.

## **Agenda Item 6.A: College Service Award for A.T. Siquah (See Agenda Item 2: Adoption of Agenda)**

Chairman Jeffers announced that an honored guest, Mr. A.T. Siquah, former District Governing Board member representing District #2, was in attendance. Chairman Jeffers applauded Mr. Siquah's service to the County and the College. Chairman Jeffers, on behalf of the Board and staff and students, presented Mr. Siquah with a Certificate of Appreciation for his service on the Navajo County Community College District Governing Board. Following photographs with Board members, Dr. Swarthout thanked Mr. Siquah for his service to the college. Mr. Siquah stated that he most appreciated the opportunity to serve District #2 constituents and is proud that the college is able to offer educational services to Hopi residents. Mr. Siquah thanked the Board and staff members for the recognition.

## **Agenda Item 4: Reports**

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

Mr. Hatch presented the financial position report through the end of January 2011 and noted that nearly 60% of the budget period has expired. Mr. Hatch reported that property tax receipts through January totaled about \$500,000 and total collections for the year are at 63% and track exactly with expectations for this time of the year. Mr. Hatch added that April and May collections typically round out property tax collections for the year and he anticipates that the historical trend will hold this year. Mr. Hatch reported that the first three quarterly payments of state aid have been received and the fourth quarter distribution is scheduled for April. Mr. Hatch reported that tuition revenue is below expectations for this point in the year and added that he does not expect tuition revenue budget figures to be met. Mr. Hatch reiterated that out of county reimbursements are now shown on a new budget line having been pulled out of the tuition revenue line, and are expected to total \$600,000 this year. Mr. Hatch



reported that 71% of revenues have been collected with 60% of the budget period expired and expenditures are at 44% and indicative of the efforts of the college to reduce costs. Mr. Hatch reported that the restricted fund revenues and expenditures are balanced at 75% and auxiliary fund revenues and expenditures are at 46% and 36%, respectively. Mr. Hatch reported that net cash for all activities totals just over \$9 million. Mr. Hatch reported that February tuition revenue is at expected levels. Responding to a question from Chairman Jeffers, Mr. Vest explained that despite lower enrollments, per class enrollment has increased largely due to an overall reduction in sections offered. Responding to a question from Mr. Parsons, Mr. Hatch stated that college revenues would total approximately \$27.7 million, provided the fourth quarter installment of aid is received, with expenditures forecasted to total \$19.6 million.

**4.B. – NPC CASO – Ina Sommers**

No report.

**4.C. – NPC Faculty Association – Brian Burson**

Brian Burson, NPC Faculty Association President Elect, reported that he was selected to attend a Partnership for Assessment of Readiness for College and Careers (PARCC) conference in Florida last month. Mr. Burson explained that Arizona is one of 25 states working together to determine what sequence of common courses are necessary for students to graduate from high school, fully prepared to enter credit bearing college courses. Mr. Burson reported that a clear pathway for mathematics was not determined as many states have differing definitions of credit bearing college courses. Mr. Burson explained that this is an ongoing process and that the immediate challenge will be to assess student learning so that work may continue in future PARCC conferences. Dr. Swarhout thanked Mr. Burson for representing the college and Arizona in this important task.

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

No report. Ms. Handorf noted that the SGA Talent Show will take place on Saturday, March 19, 2011 at 7:00 p.m. and added that she was persuaded to be a participant.

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

No report.

**Agenda Item 5: Consent Agenda**

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

**Consent Agenda (Action):**

- A. February 15, 2011 Study Session Minutes
- B. February 15, 2011 Regular Board Meeting Minutes
- C. 2010-2011 Dual Enrollment Intergovernmental Agreement Between the Navajo County Community College District and Round Valley Unified School District No. 10

**Agenda Item 6: Old Business**

None.

**Agenda Item 7: New Business**

**7.A. – Request to Approve Resolution – President Swarhout**

Dr. Swarhout presented the request to approve the resolution in support of the Community College Long Term Strategic Vision as discussed in study session. Dr. Swarhout reported that Arizona Community College Presidents' Council members worked long and hard to develop the strategic vision document which represents an important step forward in representing the Arizona community colleges. Ms. Handorf moved to approve the



resolution in support of the Arizona Community College Long Term Strategic Vision as presented. Ms. Nahsonhoya seconded the motion. ***The vote was unanimous in the affirmative.***

**7.B. – Request to Approve Adjustment to FY 2009-10 Adopted Budget – Vice President Hatch**

Mr. Hatch presented the staff recommendation to adjustment to the FY 2009-10 adopted budget as discussed in study session. Mr. Hatch explained that the expenditure limit report showed college \$1.3 million below the statutory limitation and that nearly \$3.3 million is eligible to be carried over for future use. Mr. Parsons moved to approve the adjustment to the FY 2009-10 adopted budget as presented. Mr. Peaches seconded the motion. ***The vote was unanimous in the affirmative.***

**7.C. – Request to Approve 2011-2012 Tuition and General Fees – Vice President Hatch**

Mr. Hatch presented the staff recommendation to approve the 2011-2012 tuition and general fee schedule discussed in study session. Mr. Hatch explained that the proposed tuition and fee schedule includes a \$4 per credit hour tuition increase for in-state and Apache County students and a new general fee to cover replacement of lost student aid money cards. Mr. Hatch explained that even with the proposed tuition increase, NPC would still have the lowest per credit hour tuition rate and second lowest full time tuition cost in Arizona. Mr. Hatch reiterated that small, steady increases have been the practice for the last few years and added that continuing to increase tuition slowly will serve to prevent the college from having to increase tuition sharply which would negatively affect students. Mr. Parsons moved to deny the recommendation to approve the 2011-2012 tuition and general fee schedules. Mr. Parson's motion died for lack of a second and no action was taken. Mr. Peaches moved to approve the 2011-2012 Tuition and General Fees schedules as presented. Ms. Handorf seconded the motion. Following Chairman Jeffer's call for discussion, Mr. Parsons stated that the college will have a surplus of revenue without raising tuition and stated that it is wrong for the Board to consider the proposed tuition increase in the current economic environment. Chairman Jeffers commented that modest increases in tuition are a prudent way for the college to be prepared for the future and are preferable to giant increases in the future. Ms. Handorf pointed out that should the proposed tuition increase be approved, NPC will still be one of the most affordable community colleges in the state. ***The motion to approve the 2011-2012 tuition and fee schedule passed by a majority vote with four in favor, one against.***

**7.D. – Request to Approve 2011-2012 Course Fees – Vice President Hatch**

Mr. Hatch presented the proposed 2011-2012 course fee schedule and explained that of the nearly 1,300 courses the college offers, only one-third charge course fees. Mr. Hatch added that the intent of course fees are to recover the cost of consumables used in teaching the class. Mr. Hatch reported that the course fee schedule presented contains no changes from the one reviewed and discussed in detail during the February study session. Mr. Hatch briefly summarized increased course fees from the three academic divisions. Ms. Nahsonhoya moved to approve the 2011-2012 course fee schedule as presented. Ms. Handorf seconded the motion. ***The motion to approve the 2011-2012 course fee schedule as presented passed by a majority vote with four in favor, one against.***

**7.E. – Request to Approve Internet Service Contracts – Director Bishop**

Mr. Bishop explained that the college currently has one 10 megabit per second point of presence to the Internet that is shared by students, the community and staff all college locations. To put this into perspective, Mr. Bishop explained that high speed residential Internet service varies anywhere from 3 to 10 megabits per second. Mr. Bishop explained that the college plans to use Title III funding to add a second, redundant point of presence at the Painted Desert Campus in Holbrook in addition to the existing one at White Mountain Campus in Show Low. Mr. Bishop explained that two separate vendors would be engaged to provide additional Internet redundancy. In exploring Internet service options, Mr. Bishop determined that it is possible to establish a 50 megabit per second connection at WMC through Cable One and another 50 megabit per second connection at PDC through Frontier Communications, for a total Internet capacity of 100 megabits per second, utilizing the operational funds that currently pays for a 10 megabit per second connection as well as Title III grant funding. Mr. Bishop presented the



staff recommendation to approve a three-year agreement with Cable One in the amount of \$126,000 to be paid from operational funds and a five-year agreement with Frontier Communications in the amount of \$174,000 to be paid from Title III grant funding. Mr. Bishop added that a 100 megabit per second Internet connection, as opposed to a previously considered upgrade to 30 megabits per second with the current Internet service vendor, positions the college well for use of Adobe Connect and other educational technology. Mr. Bishop notified Board members that he will bring recommendations to the Board in the near future that will allow the Hopi and Kayenta Centers to also take advantage of NPC's increased Internet capacity. Ms. Handorf moved to approve the two Internet service agreements as presented and discussed. Mr. Peaches seconded the motion. ***The vote was unanimous in the affirmative.***

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

#### **8.A. – Curriculum: Request to Approve Program Deletions and Modifications – Vice President Vest**

Mr. Vest presented the request to approve modification to the Associate of Applied Science, Certificate of Applied Science and Certificate of Proficiency in Cosmetology. Mr. Vest explained that the college currently offers Cosmetology courses at WMC, LCC and the St. Johns Center and is one of a few community colleges in the Southwest to offer the program due to the difficulty in aligning the State Cosmetology Board contact hour requirements with the credit requirements of a community college. Mr. Vest reported that Charlotte Robbins, Cosmetology Department Chair, Dr. Eric Henderson, Dean of Arts and Sciences, and the Career and Technical Education Dean have all worked to align the 1600 contact hour requirement with college loading requirements. Mr. Vest reported that the proposed modifications to the Cosmetology program have been benchmarked against other area community colleges that offer Cosmetology and have been thoroughly vetted by Cosmetology faculty, the CTE Dean and Instructional Council. Mr. Vest added that he is confident that the revised program meets all State Board requirements and noted that the A.A.S degree in Cosmetology consists of 68 credit hours which is higher than the standard 64 credit hour load, but still lower than some programs. Mr. Vest added that the modifications bring the program in line with college standards without changing the student experience. Mr. Parsons moved to approve the Cosmetology program modifications as presented and discussed. Ms. Nahsonhoya seconded the motion. ***The vote was unanimous in the affirmative.***

#### **8.B. – Strategic Planning and Accreditation Steering Committee (SPASC) Update – Director Bishop**

Mr. Bishop, SPASC Co-Chair, reported that SPASC is working on the first revision of the NPC Strategic Plan which should be completed by April 1, 2011 and the Open Pathway Portfolio Content group has begun work. Mr. Bishop reported that the college is sending a large team to the April HLC Annual Conference in Chicago, Illinois to learn more about Open Pathway and a revision to the HLC criteria for accreditation. Mr. Bishop noted that revised accreditation criteria will have an immediate effect on the college strategic plan and budgeting processes. Dr. Swarthout briefly outlined HLC changes that are in response to the Department of Education and include a requirement that online course providers engage in an expensive process of securing permission by individual states to offer Internet courses to their students.

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

Peggy Belknap presented the Human Resources update for March and provided updated numbers of applicants for currently open positions. Ms. Belknap announced that Mr. Robert Godfrey has accepted the position of Network and Systems Administrator and Mr. Ernie Hess has accepted a position as Network and Systems Technician.

#### **8.D. – Invitation of Board Members to Spring Commencement Ceremony – Hallie Lucas**

Hallie Lucas, Administrative Assistant to the Vice President for Learning and Student Services, as well as NPC Commencement Coordinator, invited Board members to attend the Spring Commencement Ceremony to be held on Saturday, May 14, 2011 at the Show Low Unified School District Auditorium in Show Low, Arizona. Ms. Lucas requested that Board members confirm their attendance by the April 19, 2011 Board meeting.



**8.E. – College Service Award for A.T. Siquah – President Swarthout**

Board members addressed Agenda Item 8.E. following Agenda Item 3, Call for Public Comment, as provided for in Agenda Item 2, Adoption of the Agenda.

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

Dr. Swarthout reported that the executive team will examine, and discuss with the Board, increased costs of accreditation and state licensing, a long overdue project to update the Jenzabar system, relocation of the welding facility located on the former Hermosa Campus, as well as legislative action concerning bills related to weapons on campuses. Matt Weber, NAVIT Superintendent briefly addressed the Board and expressed appreciation for the open dialog between the college and NAVIT. Dr. Swarthout announced that Spring Break will occur next week and that she plans to attend Small Business Development Center and Skills USA functions.

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

- Mr. Peaches and Ms. Nahsonhoya both attended the Indian Legislative Day on January 18, 2011.
- Ms. Handorf reported that an upcoming concert featuring the White Mountain Belles, The High Country Barbershop and Jazz Band groups place Friday, March 18, 2011.
- Ms. Nahsonhoya announced that the Hopi Center Community Outreach event will take place on Thursday and that a grant opening for Homolovi State Park will occur on Friday and feature free Hopi food.

**Agenda Item 11: Announcement of Next Regular Meeting: Tuesday, April 19, 2011.**

**Agenda Item 12: Adjournment**

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

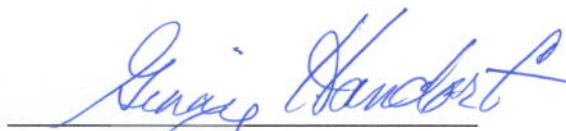
Respectfully submitted,



Russell Dickerson  
Recording Secretary to the Board



Bill Jeffers  
Chairman



Ginny Handorf  
Secretary to the Board

