

# Navajo County Community College District Governing Board Meeting Minutes

June 21, 2011 – 11:00 a.m.

2251 East Navajo Boulevard, Holbrook, Arizona, 86025

**Governing Board Member Present:** Ginny Handorf, Louella Nahsonhoya and Daniel Peaches.

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

**Others Present:** Everett Robinson, Ann Hess, Deedee Wright, Eric Henderson, Karalea Cox, Jake Hinton, Teri Walker, MiAnna Tyler, Kathy McPherson, Beulah Bob-Pennypacker and Donna Soseman.

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

~~Chairman Jeffers~~ called the meeting to order at 11:10 a.m. Ms. Nahsonhoya led the Pledge of Allegiance.

*Secretary Handorf*

## Agenda Item 2: Adoption of Agenda

Mr. Peaches moved to adopt the agenda as presented. Ms. Nahsonhoya 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 April 2011, 83% of the budget period has expired. Mr. Hatch reported that primary property tax receipts are on target with 85% collected and added that he expects May and June receipts to be on target resulting in 100% collection. Mr. Hatch reported that the college received the fourth quarter payment of state operating aid resulting in 100% collection for the 2010-2011 fiscal year. Mr. Hatch reported that approximately half of out of county reimbursement funds were received in the month of April. Mr. Hatch reported that tuition and fee revenues for April were significantly less than in previous years. Mr. Hatch noted that May tuition and fee revenues totaled approximately \$936,000, more than the college has ever received. Mr. Hatch explained that NAVIT enrollment has shifted some tuition and fee revenue from April to May and anticipates that year-end tuition and fee collection will still lag behind budgeted amounts. Mr. Hatch reported that investment earnings continue to be modest and largely on target. Mr. Hatch reported that grants and contracts totaling approximately \$604,000 are at expected levels and added that other miscellaneous amounts are significantly higher than budgeted amounts. Mr. Hatch explained that April is a positive cash flow month for the college with approximately \$4.7 million in general fund revenue collected compared to about \$1.4 million in general fund expenditures. Mr. Hatch added that he expects May and June not to be positive cash flow months. Mr. Hatch explained that he expects year-end general fund revenue to total approximately \$25 million, or 102% of budget. Mr. Hatch reported that general fund expenditures are currently at 65% and added that he expects a year-end expenditure total of approximately \$19 million, or 89% of budget. Mr. Hatch reported that transfers to the unexpended plant fund for capital projects have occurred and that expenditures are currently low. Mr. Hatch noted that unexpended plant fund expenditures will ramp up due to the implementation of plans for information services improvements. Mr. Hatch reported that year to date restricted fund revenues totaling approximately \$5 million slightly exceed expenditures totaling approximately \$4.9 million. Mr. Hatch reported that auxiliary fund revenues, currently at 51% of budget, slightly exceed auxiliary fund expenditures totaling approximately



\$292,000. Mr. Hatch concluded by stating that he expects year-end revenue totals to meet budgeted levels and year-end expenditure totals to be below budgeted amounts.

**4.B. – NPC CASO – Ina Sommers**  
No report.

**4.C. – NPC Faculty Association – Gary Mack**  
No report.

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

**4.E. – NPC Foundation**  
No report.

#### **Agenda Item 5: Consent Agenda**

Secretary Handorf requested that the May 17, 2011 Regular Board Minutes, Agenda Item 10, Board Report/Summary of Current Events be revised to include the insertion of a comma in the statement regarding the spring 2011 commencement speaker. Mr. Dickerson noted the requested change. Ms. Nahsonhoya moved to approve the Consent Agenda, as presented and amended. Mr. Peaches seconded the motion. *The vote was unanimous in the affirmative.*

#### **Consent Agenda (Action):**

- A. May 17, 2011 Special Hearing Minutes (T2)
- B. May 17, 2011 Study Session Minutes (T2)
- C. May 17, 2011 Truth in Taxation Public Hearing Minutes (T2)
- D. May 17, 2011 Proposed 2011-2012 Budget Public Hearing Minutes (T2)
- E. May 17, 2011 Special Meeting Minutes (T2)
- F. May 17, 2011 Regular Board Minutes (T2)
- G. 2011-2012 Dual Enrollment Intergovernmental Agreements Between the Navajo County Community College District and Snowflake USD No. 5, Show Low USD No. 10, Joseph City USD No. 2, Window Rock USD No. 8, Winslow USD No. 1, Blue Ridge USD No. 32, and Whiteriver USD No. 20

**Agenda Item 6: Old Business**  
None.

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

**7.A. – President's Performance Evaluation and Contract – President Swarthout**  
Secretary Handorf reported that the Board is very pleased and proud of Dr. Swarthout's job performance. Secretary Handorf clarified that the salary amount included in the addendum to the president's contract reflects the same 2% salary restoration plus additional 2% increase that the Board approved for all faculty and staff members for the 2011-2012 fiscal year. Ms. Nahsonhoya moved to approve the addendum to the president's contract as presented. Mr. Peaches seconded the motion. *The vote was unanimous in the affirmative.*

**7.B. – Request to Approve Addenda to Intergovernmental Agreement with NAVIT – Vice President Hatch**  
Mr. Hatch presented the staff recommendation to approve addenda to the NAVIT IGA for 2010-2011 and 2011-2012 as discussed in study session. Ms. Nahsonhoya moved to approve the addenda as presented. Mr. Peaches seconded the motion. *The vote was unanimous in the affirmative.*



**7.C. – Request to Adopt the 2011-2014 NPC Strategic Plan – Director Bishop**

Mr. Bishop presented the request to adopt the 2011-2014 NPC Strategic Plan as discussed in study session and presented to the Board in May as a first read. Mr. Bishop noted that the document was altered to include a statement regarding the exploration of expanded benefits for adjunct faculty at the suggestion of Chairman Jeffers. Ms. Nahsonhoya moved to adopt the 2011-2014 NPC Strategic Plan as presented. Mr. Peaches seconded the motion. *The vote was unanimous in the affirmative.*

**7.D. – Request to Approve the Purchase of Wide Area Network Equipment, Services and Maintenance Agreement – Director Bishop**

Mr. Bishop presented the staff recommendation to approve the purchase of WAN equipment, services and a five-year maintenance agreement from Next Level Solutions in the amount of \$148,103.27 as discussed in study session. Mr. Bishop explained that the proposed purchase is in alignment with the goals of the previously approved Title III grant. Mr. Bishop explained that the purchase will allow for an additional link to be made between Greens Peak and the former NPC Hermosa Campus that will provide critical redundancy and serve to increase network efficiency through data transmission load balancing. Ms. Nahsonhoya moved to approve the purchase as presented. Mr. Peaches seconded the motion. Responding to a question from Secretary Handorf, Mr. Bishop clarified that this purchase will allow the deployment of infrastructure necessary to move forward and attain the goals of Project EAGLE. *The vote was unanimous in the affirmative.*

**7.E. – Request to Approve Purchase of Administrative System Software, Services and Training – Director Bishop**

Mr. Bishop presented the staff recommendation to approve the purchase of administrative system software, services and training from Jenzabar, Inc. in the amount of \$508,980.00 as discussed in study session. Mr. Bishop explained that the purchase cost covers consultation and remediation, new software, installation and five years of training. Mr. Bishop explained that the upgrades to the system will result in increased system utility, improve internal processes and how college departments work together and ultimately, enhance the student experience. Ms. Nahsonhoya moved to approve the administrative system software purchase as presented. Mr. Peaches seconded the motion. *The vote was unanimous in the affirmative.*

**7.F. – Request to Approve Purchase of Replacement Telephone System – Director Bishop**

Mr. Bishop presented the staff recommendation to approve the purchase of services and products associated with replacing NPC's current phone system. Mr. Bishop reported that a request for proposals was initiated on May 5, 2011 and the bidding process ended on June 9, 2011 and resulted in the submission of nine bids. Mr. Bishop reported that the current phone system is very dated, does not provide for expansion or offer the capabilities needed for student learning or internal operations and has been showing signs of failure for the past few months. Mr. Bishop explained that a VOIP solution, which uses the college information network for communication, will in the long term reduce maintenance costs and allow for the elimination of leased lines. Mr. Bishop reported that three companies were invited to provide presentations. Mr. Bishop reported that the committee responsible for reviewing the RFP responses and solution presentations recommended that Network Infrastructure Corporation be engaged to implement a Cisco telephone solution for the amount of \$281,209.41. Mr. Bishop added that the Cisco based solution integrates well into the existing Cisco based NPC network infrastructure and NIC is highly recommended by Cisco to implement the solution. Mr. Bishop reported that following the upfront implementation cost, the college will have annual recurring costs totaling \$18,603.90. Ms. Nahsonhoya moved to approve the replacement telephone system purchase as presented. Mr. Peaches seconded the motion. *The vote was unanimous in the affirmative.*



Respectfully submitted,

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Russell Dickerson  
Recording Secretary to the Board

*Bill Jeffers*

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Bill Jeffers  
Chairman

*Ginny Handorf*

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Ginny Handorf  
Secretary to the Board

