

Navajo County Community College District Governing Board Meeting Minutes

August 16, 2011 – 11:00 a.m.

2251 East Navajo Boulevard, Holbrook, Arizona, 86025

Governing Board Member Present: Bill Jeffers, Ginny Handorf, E.L. “Dusty” Parsons, 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, Kristin Thomas.

Others Present: Everett Robinson, Ann Hess, Maderia Ellison, Eric Henderson, Brian Burson, Jake Hinton, Teri Walker, Dan Wattron, Beulah Bob-Pennypacker.

Agenda Item 1: Call to Order and Pledge of Allegiance

Chairman Jeffers called the meeting to order at 11:10 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 presented the year-end report for fiscal year 2010-2011 and noted the amounts reported are unaudited figures. Mr. Hatch noted that the reduced general fund expenditures are a result of cost saving measures implemented throughout the year and represented a great deal of effort on part of all college employees. Mr. Hatch noted in the upcoming year he will change the Tuition and Fees information to more accurately reflect cash collections. Enrollment pattern changes were discussed including the trend to see fall enrollment now occurs earlier than in the past, which impacted June figures. In response to an observation by Mr. Jeffers, Mr. Hatch agreed that with fewer class sections offerings students are more likely to register earlier. Mr. Jeffers requested an explanation as to why the auxiliary fund increased. Mr. Hatch explained the auxiliary fund now includes community education and business industry trade class revenue. Mr. Parsons inquired about the budget carry forward. Mr. Hatch explained that he expects excess revenue over expenditures in 2011-12, but the budget will not change and there is still uncertainty in the future. Secretary Handorf requested financial charts be printed in color.

4.B. – NPC CASO – Ina Sommers

No report.

4.C. – NPC Faculty Association – Brian Burson

Brian Burson, NPC Faculty Association President, NPC Math Faculty and NPC Math PARCC representative reports the position for president elect will be filled by next Friday. Treasurer is returning, Gary Mack. Secretary is returning, Tracy Chase. This concludes the Executive Team for the Faculty Association 2011-2012 academic year. All faculty have reported back to their offices in preparation for the academic year. Tuesday night is Adjunct



Faculty Forum on Northland Pioneer College video system. The New Faculty Orientation is Thursday and will be at Hopi Center. Friday will be Northland Pioneer College convocation.

4.D. – NPC Student Government Association- Jake Hinton-Rivera

Student Government Elections are on September 7, 2011, voting stations will be located at all campuses and centers. Deadline for applications are August 31, 2011. All of our former officers have graduated or transferred. Therefore all positions need to be filled.

4.E. – NPC Foundation- Lance Chugg

No report.

Agenda Item 5: Consent Agenda

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

Consent Agenda (Action):

- A. June 21, 2011 Study Session Minutes (T2)
- B. June 21, 2011 Executive Session Minutes (T2)
- C. June 21, 2011 Regular Board Minutes (T2)
- D. June 21, 2011 2011-2012 Dual Enrollment Intergovernmental Agreements Between the Navajo County Hopi-Junior Senior High School, Ganado Unified School District No. 20, Heber-Overgaard Unified School District No. 6 and Sanders Unified School District No. 18. (T3)

Agenda Item 6: Old Business

None.

Agenda Item 7: New Business

7.A. – 2010 Non-Returner Survey Summary – Vice President Vest

See Study Session Agenda Item 5.

7.B. – Request to Ratify President's Contract (Action) – Vice President Hatch

Mr. Hatch presented the recommendation to ratify the President's contract as discussed in study session. While staff understood the intent of the Board to renew the contract for a three-year period and to adjust the compensation, the addendum approved at the previous Board meeting only addressed the compensation. The contract presented to the Board was revised to clarify the intent of the Board to extend a three-year contract with the June 2011 compensation language included. Ms. Handorf moved to approve the ratification as presented. Mr. Parsons seconded the motion. *The vote was unanimous in the affirmative.*

7.C. – Request to Approve the Intergovernmental Agreement with Prescott College (Action) – Vice President Vest

Mr. Vest presented the request to approve the Memorandum of Agreement between Northland Pioneer College and Prescott College as discussed in study session. Mr. Vest explained that this creates an opportunity for students to complete 90 credits in the Northland Pioneer College system, transfer the credits to Prescott College. Then the student will continue in Early Childhood Education or Elementary Education, complete 30 credits through Prescott College's limited residency program, the majority of these 30 credits can be completed while the student is able to reside in Navajo or Apache County. This allows the student to earn a Bachelors Degree in Early Childhood Education or Elementary Education. Mr. Vest noted that if the board chooses to approve this agreement he anticipates in bringing further programs in the same kind of relationship back to the board for



approval in upcoming months. Mr. Peaches and Mr. Jeffers asked if Northland Pioneer College has other inquiries from Higher Education institutions. Mr. Vest confirmed this to be true with Arizona State University. Mr. Vest explained that he and Dr. Swarthout have a meeting with Dr. Maria Hesse, ASU Vice Provost for Transfer Scholarships, in mid September to discuss expanding program partnerships, which are currently limited to a RN/BSN transfer program. We have had similar conversations with Northern Arizona University, though they have not been as fruitful. At this time it appears NAU prefers to continue with their online program through their extension campus in Show Low on White Mountain Campus. Mr. Peaches moved to approve the Memorandum of Agreement between Northland Pioneer College and Prescott College as presented. Ms. Nahsonhoya seconded the motion. *The vote was unanimous in the affirmative.*

7.D. – Request to Approve a Facility Lease for Welding Arts (Action) – Vice President Hatch

Mr. Hatch presented the staff recommendation to approve a facility lease agreement as discussed in study session. Staff identified a 1,200 square foot facility to separately house the Welding Arts program, which previously used the same space as the Automotive program. Welding Arts expanded enrollment and safety concerns require additional space, both programs will benefit from a separation of activities. The physical location identified is in the Show Low Industrial Park as being Unit 3 at 1560 East Commerce Drive, Show Low, AZ with White Mountain Oaks Development at an annual rate of \$8,400. Utility expenses are not expected to exceed \$3,000 annually. Mr. Hatch also requested that Dr. Swarthout be authorized to sign and finalize the document. Mr. Jeffers asked if we anticipate building our own facility in the next two years or do we reevaluate the program in two years and decide then. Mr. Hatch responded that both are reasonable approaches. Mr. Hatch added that the three-year Capital Plan includes a skill center on both our White Mountain Campus and Painted Desert Campus, which will be two options for housing the program. In response to a question from Mr. Jeffers, Mr. Vest said more than forty students had enrolled in the Welding Arts classes last Spring semester, which was rapid growth. Dr. Swarthout added that she and Mr. Vest have discussed the sustainability issue and have considered incorporating the program into a Fine Arts Degree. Ms. Nahsonhoya moved to approve the facility lease including authorization for Dr. Swarthout to sign and finalize the agreement as presented. Mr. Peaches seconded the motion. *The vote was unanimous in the affirmative.*

Agenda Item 8: Standing Business

8.A. – Strategic Planning and Accreditation Steering Committee (SPASC) Report – Director Bishop

SPASC has not met since June District Governing Board Meeting. Friday September 2, 2011 will be the first SPASC meeting and will continue as regularly scheduled on every 1st and 3rd Friday of each month. President Swarthout has cleaned up membership since college resignations and expiration terms have been met. Dr. Jim Jacob has replaced Mary Mathias as co-chair.

8.B. – Human Resources Update – Dan Wattron

Dan Wattron, Human Resources Director, presented the Human Resources update for August and stated that fourteen new positions have been added. In doing so Chairman Jeffers interjected with a question of grant funded employment contract awareness. President Swarthout stated the Department of Corrections contract is more secure this year than it has been in years past. Vice President Vest confirmed the Northland Pioneer College Department of Corrections faculty is well aware of grant funded position and payment stipulations. Mr. Wattron added that all grant contracts include language in continuing relationships are dependent upon grant funding and cooperation from the state. These Northland Pioneer College employees are both well informed verbally and it is clearly explained in their contract. Mr. Wattron announced that Colleen Readell has been named the June Employee of the Month. She is unable to accept her award as she was asked to fill in for a colleague and gladly accepted. This is proof of what an outstanding employee she is. President Swarthout reported that Dr. Peg Erdman has joined the college as the new Dean of Nursing and Allied Health. President Swarthout reported that Jake Hinton has been given the roll of Dean of Students and direct responsibility for financial aid.



Agenda Item 9: President's Report – President Swarthout

Dr. Swarthout reported:

- The Hopi Navajo Relocation Scholarship has ended, this is the last semester students will receive this money. We may need to explore additional a budget request for scholarship in general funds. This change will effect a large group of our student population who are in need of this help.
- Small Business Development Center annual state visit by Dr. Maria Harper-Marinick is scheduled for August 29, 2011.
- White Mountain Apache Tribe has requested several meetings with Vice President Vest and myself.
- Joint District Governing Board meeting is scheduled for September 30, 2011 at Coconino Community College Lone Tree Campus in Flagstaff, AZ.
- All College Video Meetings will reconvene Friday September 2, 2011 and continue as regularly scheduled on the 1st and 3rd Friday of each month via video 1 and 2.
- Convocation is Friday August 19, 2011.

Agenda Item 10: Board Report/Summary of Current Events

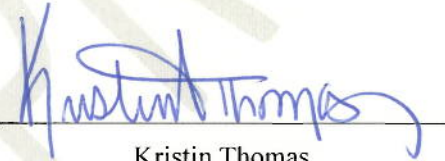
Ms. Handorf reported that Northland Pioneer College *White Mountain Belles* will perform at the Navajo County Fair. Mr. Parsons reported that the Navajo County elected officials will perform an opening skit at the Navajo County Fair *Magnificent Seven*.

Agenda Item 11: Announcement of Next Regular Meeting: Tuesday, September 20, 2011.

Agenda Item 12: Adjournment

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

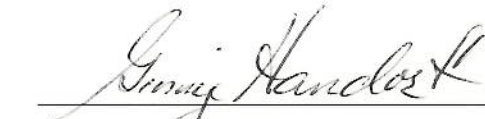
Respectfully submitted,



Kristin Thomas
Recording Secretary to the Board



Bill Jeffers
Chairman



Bend Ginny Handorf
Secretary to the Board

