

Navajo County Community College District Governing Board Meeting Minutes

September 20, 2011 – 11:00 a.m.

2251 East Navajo Boulevard, Holbrook, Arizona, 86025

Governing Board Member Present: Bill Jeffers, Ginny Handorf, 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, Peggy Belknap, Ina Sommers, Brian Burson, Teri Walker, Dan Watron, Beulah Bob-Pennypacker, Mi Anna Tyler, Sandy Johnson, Matt Weber, Dave Roberts.

Agenda Item 1: Call to Order and Pledge of Allegiance

Chairman Jeffers called the meeting to order at 11:03 a.m. Mr. Peaches led the Pledge of Allegiance.

Agenda Item 2: Adoption of Agenda

Ms. Handorf moved to adopt the agenda as presented. Mr. Peaches 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 first month of fiscal budget period to be 8% expired. Mr. Hatch noted that the college has received 25% of State Aid to be a regular quarterly allotment. Tax revenue is represented with a purple line and a triangle for 2011-2012. Tax levy is on target for July. Mr. Hatch noted the change to Tuition and Fees information to more accurately reflect cash collections. Data is being processed to implement this new model and will be available for the October meeting. Balance of the items under the general fund are where we expect them to be for the first month. Expenditures side in July on salaries and wages are typically lower. Operating expenditure at 10% with capital expenditures at 4%. The unrestricted plant fund the only source of revenue is transfer from the general fund and should be at 8% will transfer and show approximately 270K. Expenditures in the first month are just over 500K. On the bottom half restricted fund a small amount was transferred to balance. Net cash for all activities is \$605,108.00.

4.B. – NPC CASO – Ina Sommers

Ms. Sommers reports the professional development textbook scholarship awarded to staff last semester was 1K. She stated this semester there are currently 15 applicant staff members for the professional development textbook scholarship. Each year CASO awards two \$500 student scholarships. Ms. Sommers reports that during fall convocation 2011 CASO raised \$250 in food sales and \$350 in silent auction. Candy sales are a big fundraiser and are doing well at all campus and center locations so CASO will continue with this program. Ms. Sommers stated CASO is planning a retreat for October 28, 2011. The main focus of the retreat will be professional development training and is hosted at the Snowflake Fire Department. The two guest speakers for this event include Barbara Bruce and Debra Hale.



4.C. – NPC Faculty Association – Brian Burson

Brian Burson reports the first Faculty Association was a success. 9 out of 12 Senate positions have been filled, yet there is still no President Elect.

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

Dr. Swarthout stated that Jake is unable to attend due to a conflicting scheduling commitment. Dr. Swarthout reports on Jake Hinton's behalf the Student Government is in process of filling all vacant positions. Jake will return with a detailed report of this action for the October District Governing Board Meeting.

4.E. – NPC Foundation- Lance Chugg

No report.

Agenda Item 5: Consent Agenda

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

Consent Agenda (Action):

- A. August 16, 2011 Study Session Minutes (T2)
- B. August 16, 2011 Regular Board Minutes (T2)
- C. 2011-2012 Dual Enrollment Intergovernmental Agreements between the Navajo County Community College District and Shonto Preparatory Charter School: Round Valley Unified School District No. 10.; 2010-2011 Ganado Unified School District No. 20; Red Mesa Unified School District No. 27.

Agenda Item 6: Old Business

None.

Agenda Item 7: New Business

7.A. – Request Approval to Purchase Passenger Vehicles (Action) – Vice President Hatch

Mr. Hatch presented the request to approve the purchase of six passenger vehicles as discussed in study session. Mr. Jeffers asked how many total cars are currently in the NPC vehicle fleet. Mr. Hatch responded by saying there are 37 total vehicles in our passenger fleet and they are distributed accordingly: 8 at the Silver Creek Campus, 7 at the Little Colorado Campus, 9 at the Painted Desert Campus, 12 at the White Mountain Campus and 1 at the Kayenta Center. Mr. Peaches asked when the Kayenta vehicle will be replaced. Mr. Hatch anticipates replacement of the Kayenta Jeep Cherokee this fiscal year. It will be purchased through the GSA, as the current one was, and the college is currently on the lookout for a suitable replacement. Mr. Jeffers asked if the plan is to replace six or seven vehicles each year from now on. Mr. Hatch confirmed this to be true. Ms. Handorf moved to approve the request as presented. Mr. Peaches seconded the motion. *The vote was unanimous in the affirmative.*

7.B. – Request to Approve Vocational Skills Training between the White Mountain Apache Tribe and Northland Pioneer College (Action) – Vice President Vest

Mr. Vest presented the request to approve vocational skills training between the White Mountain Apache Tribe (WMAT) and Northland Pioneer College as discussed in study session. This agreement is funded by the Workforce Investment Act and is used to provide vocational skills services by Northland Pioneer College to the White Mountain Apache Tribe. The agreement provides Construction Trades training for 15 students from the WMAT, compensating the college for services up to \$88,065 as discussed in study session. Mr. Peaches moved to approve the request as presented. Ms. Handorf seconded the motion. *The vote was unanimous in the affirmative.*



7.C. – Request to Approve the Intergovernmental Agreement with NAVIT and Northland Pioneer College (Action) – Vice President Vest

Mr. Vest presented the request to approve the Intergovernmental Agreement with NAVIT and Northland Pioneer College as discussed in study session. This agreement is in direct compliance with the Arizona Department of Education to release Carl Perkins Grant funding. This agreement represents an existing long-standing relationship with NAVIT for NPC to continue to provide educational services on the high school campuses. These are listed as dual enrollment courses as Mr. Vest stated in the study session. Ms. Handorf moved to approve the request as presented. Mr. Peaches seconded the motion. *The vote was unanimous in the affirmative.*

7.D. – Request to Approve the Intergovernmental Agreement with NATIVE and Northland Pioneer College (Action) – Vice President Vest

Mr. Vest presented the request to approve the intergovernmental agreement with NATIVE and Northland Pioneer College as discussed in study session. Mr. Vest stated this agreement is similar to the NAVIT agreement except that relationship is new and there are several postsecondary institutions with potential to participate, Northland Pioneer College being one. This agreement serves as a requirement to examine the seven high school's existing courses within the NATIVE consortium to potentially create a Program of Study in welding. Mr. Jeffers requested clarification in respect to the definition of this agreement; an approach of feasibility to examine the NATIVE JTED high schools existing courses. Mr. Jeffers intent is to ensure they will meet NPC standards in regard to quality and certification. Mr. Jeffers stated that one of the main conditions of this agreement is to control the integrity of NPC courses. Mr. Vest confirmed. Mr. Peaches moved to approve the request as presented. Ms. Handorf 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 meetings continue as regularly scheduled on every 1st and 3rd Friday of each month. Membership changes have been made in regard to term limits to end at two years. There is a correction to the statement made last month regarding the SPASC co-chair; Mr. Bishop stated that Jeanne McCabe is now the co-chair. In previous years the committee has focused on Accreditation in the fall and the Strategic Plan in the spring. A proposal has been adopted to discuss a pillar of the strategic plan at each meeting to keep the strategic plan at the forefront of the committee. This will ensure the goals are being met to remain consistent in case there is any intervention that SPASC needs to take in a timely manner. Mr. Bishop stated the Northland Pioneer College Executive Team will attend a HLC forum in Scottsdale to learn more about the revisions for accreditation and provide feedback to the final draft form of the Open Pathways model before HLC releases the official version. The next SPASC meeting will be to work with the portfolio group and begin to prepare the first accreditation portfolio with the new Open Pathways model.

8.B. – Human Resources Update – Dan Wattron

Dan Wattron, Human Resources Director, presented the Human Resources update for September. Three positions have been filled, including Dr. Leslie Wasson as Director of Institutional Effectiveness. Mr. Jeffers asked about the job description of this position. Dr. Swarthout responded by saying that the Director of Institutional Effectiveness will lead NPC to become a more data driven decision-making college and provide a response to much larger data needs internally and externally; for example, compliance data and HLC requirements. Dr. Swarthout stated this a critical position in the environment today of completion and data metrics. Mr. Wattron reported the staffing activity with the open positions and number of applicants. Mr. Wattron stated the Academic Advisor position has 45 applicants as of this morning. The Apache County Coordinator has 23 applicants and Faculty in Fire Science/Program Coordinator has 1 applicant. The employee of the month is Network Technician Ernie Hess in Information Services (IS).



Agenda Item 9: President's Report – President Swarthout

Dr. Swarthout reported:

- Joint District Governing Board reminder on September 30, 2011 at Coconino Community College in Flagstaff, AZ.
- Some Executive Team members, IS staff and facilities staff visited Kayenta Unified School District to investigate the proposed facilities. Several questions remain as to Kayenta relocation direction. Dr. Swarthout stated this task is difficult with a goal to provide a suitable learning environment in a cost efficient manner.
- ACCPC meeting last week and several items were agreed upon including a ten-district budget request to submit to the Governor's office. Governor's office staffer Michael Hunter attended this meeting and he did an excellent job to present budget realities from the Governors office perspective.
- Dr. Swarthout pointed out that she was reappointed to represent ACCPC on the Arizona Commerce Authority board.
- Dr. Swarthout reported her participation in the Flinn Foundation Leadership Academy as a pleasure to lecture and prepare future leaders of Arizona on the Community College system.
- Dr. Swarthout will provide follow-up material on the Budget submission to the Governors office as well as the language in the Jobs Bill training and development program.

Agenda Item 10: Board Report/Summary of Current Events

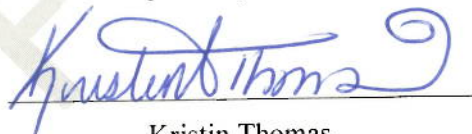
Ms. Handorf reports that the White Mountain Belles performed last Saturday and used the NPC posters that Everett created. Ms. Handorf reports there are many festivities in Pinetop to attend this weekend. Mr. Jeffers stated the NPC booth at the Navajo County fair was impressive and thanked all who participated. Dr. Swarthout reported that VPAS Hatch's youngest daughter was crowned Junior Ms. Navajo County. Dr. Swarthout thanked Ann Hess for the addition of the blue NPC table cover.

Agenda Item 11: Announcement of Next Regular Meeting: Tuesday, October 18, 2011.

Agenda Item 12: Adjournment

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

Respectfully submitted,



Kristin Thomas
Recording Secretary to the Board



Bill Jeffers
Chairman



Ginny Handorf
Board Secretary

