

Navajo County Community College District Governing Board Study Session Minutes

December 13, 2011

2251 East Navajo Boulevard, Holbrook, Arizona, 86025

Governing Board Members Present: Bill Jeffers, Ginny Handorf, Louella Nahsonhoya, Daniel Peaches (9:15am) and E.L. "Dusty" Parsons (9:35am)

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

Reports:

1. Study Session Agenda Item 1.: Request for Direction: Long-Term Kayenta Facility (Action) - President Swarthout

With the required move from the Kayenta High School to the Kayenta Primary School the college has encountered some difficulties. We received a mold free report for our section of the building. However there are other issues. The main decision for the board is whether or not to allocate renovation resources for long-term occupation or conserve those resources with minimal changes to the primary school environment and continue to evaluate other options. Ms. Nahsonhoya asked if there was another building offered. Mr. Hatch responded, yes, Mr. Peaches suggested the abandoned BIA building. This building has been transferred to the Navajo Nation tribe in exchange for the new BIA facility. Mr. Hatch stated the building is reported as very old and in poor shape. In addition the transfer would take 5-10 years. Ms. Nahsonhoya responded that it is understandably not an option considering lengthy transfer time and poor physical condition. Mr. Jeffers asked what is available in the next 2-3 years. Mr. Hatch responded with the Kayenta township option to follow their plan at the designated higher education location. There are currently no facilities and limited infrastructure in this location. NPC has suggested placing modular facility at the township's suggested location. Mr. Hatch reports that initially they were not excited about modular suggestion, but may be unaware of the almost permanent appearance similar to other NPC centers or campuses. Mr. Hatch stated that Navajo County has proposed another option with land and new facility construction. Mr. Jeffers stated the expense of getting materials and infrastructure to the township suggested higher education location would be costly. Mr. Hatch understands that the JTED, NATIVE, is in township suggested location. Roadways and access to the site are a primary concern. Utilities may not be readily available. Mr. Jeffers asked what the anticipated cost is. Mr. Hatch responded with an estimated cost of the modular units might be about \$400,000. Mr. Hatch stated the current space is approximately 2,000 square feet; whether we expanded the space or remained at existing size would impact cost. If roadways need to be included the cost would rise significantly. Dr. Swarthout stated the proposed county facility would be shared with county and would allow for space to invite other higher education entities. Dr. Swarthout has done a preliminary exploration and NAU is interested in sharing the facility. Mr. Peaches joined the meeting at 9:15am. Mr. Jeffers asked what the timeline on temporary location is. Mr. Hatch responded that temporary primary school location is not ideal since the facility is multi-use with children and adults as well as video classrooms and structural limitations in place by the school district. From a perspective of availability there is no issue with a lease termination option. Ms. Nahsonhoya asked for clarification regarding mold in the primary school. Mr. Hatch responded there is no mold present in the classrooms we have leased according to the environmental services testing company, Dominion. They performed a visual inspection and air quality supply sample. Ms. Handorf asked for confirmation that mold insurance has not been used for the primary school. Mr. Hatch confirmed. Mr. Jeffers asked if modular buildings are being considered for county land. Mr. Hatch confirmed yes. Dr. Swarthout asked if there is an idea of total resources needed to make the primary school location best higher education location possible long-term. Mr. Hatch stated due to the position of KUSD we are unable to make necessary structural renovations to provide an optimal audio/visual classroom learning environment. Mr. Hatch stated a primary concern is the ongoing high expense of rent. Mr. Peaches stated that the County option is most favorable since learning that the BIA is an unsuitable option. Mr. Jeffers restated Dr. Swarthout's recommendation to complete a long-term investment cost benefit analysis for the county, township and primary school.



2. Study Session Agenda Item 2.: Request for Direction: Future Facility on Painted Desert Campus (Action) – President Swarthout

Dr. Swarthout stated the administrative team would like to initiate planning discussions on the Painted Desert Campus (PDC) skill center project with faculty and begin preparation of architectural processes to present cost information to the board. Mr. Jeffers stated this subject is familiar to the board. Mr. Jeffers stated discussion has occurred to allocate money for this project. Mr. Jeffers stated the newest addition to this discussion is the planning of the proposed facilities. Mr. Jeffers asked what size facility is needed and what other programs will be included in addition to welding. Dr. Swarthout responded that the initial discussion size will be approximately 20,000 square feet with bays for welding, construction trades and potential potash mining skilled training needs. Mr. Parsons stated by quick calculations the minimum cost for a facility of this size would be \$3 million. Mr. Parsons requested more details in terms of size and planned use. Mr. Jeffers responded to say the welding facility is currently using 12,000 square feet and asked what we plan to build for the future? Dr. Swarthout stated the construction trades program will roll-out in 2013 for which dedicated space is needed. Dr. Swarthout stated there will be strict guidelines and the simplest design to meet Career and Technical Education (CTE) needs will be chosen. CTE Faculty will be engaged in the design process. Mr. Parsons asked if a plan and design will be presented to the board for approval before further steps are taken to build. Dr. Swarthout confirmed.

3. Study Session Agenda Item 3.: Request to Approve State Longitudinal Data System (SLDS) Agreement (Action)- President Swarthout

Dr. Swarthout stated this agreement allows ASSIST, to whom we and other community colleges already provided data, to share individual student data with Arizona Department of Education (ADE) for student tracking purposes from Kindergarten to Post Graduate levels. To comply with FERPA each community college must have an individual agreement explaining this data sharing. Arizona Department of Education cannot release this data to anyone. This agreement has been through many attorneys and we are confident that this agreement protects the student's privacy. Dr. Swarthout stated the Arizona Department of Education did not initially separate K-12 and higher education in agreement in terms of FERPA this separation has since been met. Dr. Swarthout stated we paid ADE \$6 per FTSE to create this system. Dr. Swarthout reports that ultimately, if we can use this data to track students better out of high school then this system will benefit the community colleges. Dr. Swarthout reports that based on discussions in Washington, DC community colleges soon will be required to provide more data on student retention and completion.

4. Study Session Agenda Item 4.: Request Approval Security Services Contract (Action)- Vice President Hatch

Mr. Hatch stated that in the past NPC has not had a security presence but instead has provided a campus monitor to assist on campus as requested. The campus monitor is not trained in security nor do they have a security background. Corder Community Services began providing a security presence as a pilot program on three NPC campuses in the form of a uniformed unarmed officer. Corder is prepared to begin in January 2012 at the Little Colorado Campus in Winslow. In general, services will be performed Monday-Thursday 5:30-10:30 pm. The one exception is at the Silver Creek Campus where additional security will be provided with scheduled events at the Performing Arts Center. In addition Corder Security will do late night surveillance at the White Mountain Campus. Mr. Hatch reports that based on informal surveying of students, faculty and staff the feedback is positive on security presence. The monthly cost is less than 2K at each location. The additional after-hours surveillance at WMC will cost approximately \$600 per month. Mr. Hatch stated as the security operation begins to be fully implemented the anticipated cost is not to exceed \$75,000 per academic year. Either portion of the contract can be cancelled at any time. Staff recommends continuing this investment in student, employee and community safety. Mr. Parsons asked if staff obtained any other quotes or developed a scope of work. Mr. Hatch responded to say security services providers are limited in the area. Corder is a reputable provider and has a longstanding presence in the community. Mr. Parsons asked who has liability the college or the company. Mr. Hatch restated the services as previously discussed. Dr. Swarthout added due to the urgent nature of the situation this pilot security presence program will be evaluated after the security cameras are installed. Mr. Jeffers stated that we did not budget for this expense. Mr. Hatch stated that we did not anticipate this expense but we can adjust as necessary. Mr. Jeffers asked if the centers are in need of these same safety measures. Mr. Hatch responded to say there is currently not a need for such services. Whiteriver may be an exception. Mr. Hatch reported the availability of trained personnel is a challenge. The delay of implementation at Little Colorado Campus is an example of this personnel availability. Ms. Nahsonhoya added based on the shooter incident on the Hopi reservation with the NPC Hopi Center near the



incident she encourages NPC to take precaution where all students are present. Mr. Hatch reported there have been a limited number of incidents and that providing this type of service does give a sense of safety and serves a deterrent. Mr. Parsons asked if the guards on duty are certified. Mr. Hatch confirmed. Mr. Jeffers stated security visibility is a primary focus as a safety comfort and deterrent; no matter what additional security and safety measures are taken, there is still a risk.

5. Study Session Agenda Item 5.: Request to Approve 2012-13 Budget Development Calendar (Action)- Vice President Hatch

Mr. Hatch reviewed the most recent Budget Development Calendar . Changes to the prior version were highlighted. Mr. Hatch highlighted the first inclusion of a three-year capital budget to be approved separately by the Board. Budget assumptions and an overview will be presented at January 17 DGB meeting. Tuition and fees make up less than one-fifth of our total revenue stream and are scheduled to be approved early to keep financial aid processes flowing. The Auditors General forms will be used for budget publication. Mr. Parsons stated he does not agree with approving a budget the same day it is presented. Ms. Nahsonhoya asked if NPC has a budget team in place for preliminary review before items are presented to the board. Mr. Hatch confirmed this to be true. The budget review committee consists of the executive team, deans and directors. Mr. Hatch stated the budget review committee met yesterday internally discussing mid-year revenue trends and expenditures. Mr. Hatch pointed out on the calendar the executive team will review budget items submitted by budget committee before items are presented to the board in March. Budget hearings are on March 26 with budget managers prior to drafting and presenting budget items in April to District Governing Board. Mr. Jeffers stated the salary and wages expenditures is a large portion of budget a number is presented, discussed and agreed upon which then is plugged into the overall budget. Mr. Jeffers asked Mr. Parsons what he would insert or add to calendar. Dr. Swarthout stated some budget items are needed earlier than others; for example tuition and fees must be developed early to meet the financial aid timetable. Dr. Swarthout stated portions of the budget schedule are dictated by external deadlines. Mr. Parsons requested a budget presentation that is similar to what will be presented in April. Ms. Handorf asked Mr. Parsons if he wished to see more details. Mr. Parsons confirmed. Dr. Swarthout noted that Item 2, receive budget assumptions and overview, is in place to discuss and add any requested budget details prior to development. Mr. Jeffers stated more details in departmental spending could be added as Mr. Parsons has requested. Mr. Hatch reported on revenues and expenditures. The community colleges submitted a level request to the Governors office and JLBC. The request for operational funding is based on enrollment. The equalization formula has been followed and means NPC will receive a \$1.3 million cut. If the request for community colleges is approved by the Governors office and JLBC it will mean an approximate total reduction of \$1.4million in state aid for 2012-13. Mr. Jeffers asked if the NPC reduction is proportionately consistent with other community colleges. Mr. Hatch stated the community colleges who are experiencing growth will have some additional operational aid, in the case of equalization there will be a reduction for all schools participating. The state budget scenarios include no shortfall this year. Mr. Hatch reported the state is looking at a three-year budget plan. Several items are currently affecting the state budget; termination of the one cent sales tax at the end of fiscal year 2012-13, the cost for leasing back sold state facilities and increasing AHCCCS costs. Mr. Hatch stated the more positive scenario for the state budget is a surplus of \$400million in this year's budget, a surplus of \$100 million in next year's budget and a shortfall of \$600 million in fiscal year 2013-14. The more conservative scenario shows a surplus of \$100 million this year, a shortfall of \$375 million next year and \$1.2 billion shortfall in fiscal year 2013-14. Mr. Hatch reported the community colleges do not anticipate or expect any restoration of capital state aid funding or new funding on a state level. Feedback from the Board on property tax assumptions will be discussed at the January Board meeting to develop the budget. Property tax information will be released by the County before February 10th. Mr. Jeffers asked if the one-cent sales tax has been abolished. Mr. Hatch reported that it is scheduled to sunset June 30, 2013. He also stated there may be a citizen's initiative to extend the one-cent sales tax but it is not supported by the Governor.


6. Study Session Agenda Item 6.: Request to Approve 2012-2013 Academic Calendar (Action)- Vice President Vest

Mr. Vest reported the instructional council is moving to present and approve a two-year calendar in the future. Mr. Vest stated the proposed calendar has been approved by the instructional council, deans and executive team.


Study session ended at 10:45 a.m.



Respectfully submitted,



Kristin Thomas
Recording Secretary to the Board



Bill Jeffers
Chairman



Ginny Handorf
Board Secretary

