

Navajo County Community College District Governing Board Meeting Minutes

December 13, 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, Kenny Keith, Eric Henderson, Dan Wattron, Beulah Bob-Pennypacker, Jake Hinton, Melissa Luatua, Mary Lou Schroeder, Peggy Belknap, Teri Walker.

Agenda Item 1: Call to Order and Pledge of Allegiance

Chairman Jeffers called the meeting to order at 11:02 a.m. Mr. Peaches led the Pledge of Allegiance.

Agenda Item 2: Adoption of Agenda

Mr. Peaches moved to adopt the agenda as presented. Mr. Parsons 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 four months of fiscal budget period with 33% expired. Mr. Hatch noted that the college has received 50% of State Aid. Tax levy receipts have been volatile in October. Since fiscal year 2009-10, slightly less has been collected during October with more collections shifting to November. Mr. Hatch anticipates the tax levy revenues in November will be on target. Mr. Hatch noted the change to Tuition and Fees information is to more accurately reflect cash collections and stands at 35%. Mr. Hatch reported being more on target than in previous years with investment earnings at 31%. Mr. Hatch stated Total Revenues are at 38%. Expenditures are at 29%, where expected to be. The unrestricted plant fund's only source of revenue is a transfer from the general fund at \$1.3million year-to-date. Capital expenditures are close to that same amount at 28% year-to-date. Restricted fund revenues balance expenditures as expected. Net cash for all activities is \$2,536,895.. Mr. Jeffers asked if the \$2.5million in cash is expected to remain the same for the balance of the year. Mr. Hatch responded no, as additional property tax is collected there will be an expected cash flow improvement in November. Cash flow will be down in December and return on the rise as third quarter state aid is received in January. Net cash will then continue to decrease the duration of the fiscal year.

4.B. – NPC CASO – Ina Sommer

No Report

4.C. – NPC Faculty Association – Brian Burson

Kenny Keith, President Elect, will report on behalf of, President, Brian Burson. Mr. Keith reports the month of November was not a success in terms of Faculty Association meetings due to a video conferencing conflict and the snowstorm. President Swarhout noted Mr. Keith press release for cutting edge course addition.



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

Mr. Hinton introduced Ms. Melissa Luatua as the new Academic Adviser at the Silver Creek Campus and the student activities coordinator. Ms. Luatua is from the state of Washington. Ms. Luatua reports the Student Government Association has seven Senators in place. Election of officers is next week. Several SGA positions are vacant with hopes to fill in the near future.

4.E. – NPC Foundation- Lance Chugg

No report.

Agenda Item 5: Consent Agenda

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

Consent Agenda (Action):

- A. October 18, 2011 Study Session Minutes (T2)
- B. October 18, 2011 Regular Board Minutes (T2)
- C. October 30, 2011 Special Teleconference Board Minutes (T2)
- D. 2011-2012 Dual Enrollment Intergovernmental Agreements between the Navajo County Community College District and Chinle Unified School District, No. 24, St. Johns Unified School District, No. 1, Holbrook Unified School District, No. 3 and 2009-2010 Chinle Unified School District, No. 24

Agenda Item 6: Old Business

None.

Agenda Item 7: New Business

7.A. – Request for Direction: Long-term Kayenta Facility (Action) – President Swarthout

President Swarthout referenced extensive discussion in Study Session, Item 1. President Swarthout recommended a long-term cost benefit analysis on three alternatives. President Swarthout stated cost benefit analysis option one is long-term build out in the primary school location. Cost benefit analysis option two is to further discuss options with Navajo County. President Swarthout stated the third option is to continue to work with the Kayenta Township on their designated higher education site. Mr. Jeffers stated in the meantime NPC will begin classes in the primary school location. President Swarthout confirmed. President Swarthout added that Information Services will begin next week to install minimal network infrastructure to facilitate short-term needs with minimal resources expended. Mr. Peaches moved to approve the request as presented. Mr. Parsons seconded the motion. *The vote was unanimous in the affirmative.*

7.B. – Request for Direction: Future Facility on Painted Desert Campus (Action) – President Swarthout

President Swarthout referenced detailed Study Session, Item 2 discussion revolving around relocation of Career and Technical Education programs i.e.: Welding. Mr. Jeffers asked Mr. Hatch to summarize the recommendation aligned with board discussion. Mr. Hatch stated the recommendation to move forward with input from students, faculty, staff and community members who will use the proposed facility; to initiate discussion in respect to potential size, use and cost of facility. Mr. Hatch stated the information gathered will be presented to the board for review and discussion in the near future. Mr. Parsons moved to approve the request as presented. Ms. Nahsonhoya seconded the motion. *The vote was unanimous in the affirmative.*

7.C. – Request to Approve State Longitudinal Data Systems (SLDS) Agreement (Action)- President Swarthout
President Swarthout referenced Study Session, Item 3 discussion. President Swarthout stated the SLDS agreement authorizes ASSIST to transfer confidential student data to Arizona Department of Education for the developing purpose of long-term student tracking and success. Mr. Jeffers reiterated based on discussion in study session Item 3



the student information will remain confidential. President Swarthout confirmed. Ms. Handorf moved to approve the request as presented. Ms. Nahsonhoya seconded the motion. *The vote was unanimous in the affirmative.*

7.D. – Request Approval Security Services Contract (Action)- Vice President Hatch

Vice President Hatch referenced the Study Session, Item 4 discussion. Mr. Hatch recommended continuing security services with Corder Community Services not to exceed \$75,000 as an annual cost. Mr. Hatch stated this service will be evaluated to ensure it is meeting the needs of the college and is a benefit for students and the college. Mr. Parsons asked to clarify annual contract. Mr. Hatch stated the anticipated cost this year should not exceed \$50,000; as the services are extended to cover all four campuses for the entire academic year the anticipated cost will begin to approach to \$75,000. Mr. Hatch reports the contract is based on an hourly rate and staff can reduce hours if deemed necessary. However, with no changes Mr. Hatch estimates cost to be \$72,000 annually. Mr. Parsons asked if Corder Security guards are bonded. Mr. Hatch confirmed. Mr. Jeffers stated the importance of individuals to remain alert and maintain personal safety. Mr. Parsons moved to approve services for the remainder of fiscal year 2011-12 and review the contract, with an evaluation following security camera install, on July 1, 2012 for fiscal year 2012-13. Mr. Peaches seconded the motion. *The vote was unanimous in the affirmative.*

7.E. – Request to Approve 2012-13 Budget Development Calendar (Action)- Vice President Hatch

Mr. Hatch referenced the Study Session, Item 5 in addition to general revenue trends previously discussed. Mr. Hatch stated that staff recommends approval of 2012-13 Budget Development Calendar. Mr. Hatch noted as requested by the board additional departmental detail will be added to preliminary budget analysis. Ms. Handorf moved to approve the request as presented with added departmental detail to preliminary budget analysis. Mr. Parsons seconded the motion. *The vote was unanimous in the affirmative*

7.F. – Request to Approve Academic Calendar 2012-2013 (Action)- Vice President Vest

Mr. Vest referenced Study Session, Item 6 discussion Academic Calendar 2012-13 has been reviewed by Faculty, Instructional Council, Executive Team, Student Services and Administrative Services. Mr. Vest noted a typo in the December box on left column printed as Winter Break January 1, 2. The correction as noted is Winter Break December 31, January 1. Ms. Handorf asked why the college is closed December 24-26 and open on the December 27-28 and closed again December 31 and January 1. Mr. Vest responded to say the college policy is to provide staff with five days of leave, which are wrapped around the holidays. Mr. Peaches moved to approve the request as presented with corrected Winter Break December 31, January 1. Seconded by Mr. Parsons. *The vote was unanimous in the affirmative.*

7.G. – Fall Enrollment FTSE Report (Informational)- Vice President Vest

Mr. Vest prefaced with a request for input from the board for enrollment reporting changes. Mr. Vest stated he will continue to provide FTSE numbers but will begin to supplement with program completion and new state federal enrollment reports. Mr. Vest reported according to Department of Education community colleges nationwide are beginning to see students enrolling in fewer classes, which is largely financially driven. Regular enrollment is down 4.7% while total enrollment is down 2.4%. This indicates full-time students are shifting to part-time students. Mr. Vest states textbook costs are rising more rapidly than tuition costs and therefore students are choosing to take fewer classes in a nationwide trend. Mr. Vest reports the personnel change with the Dean in Nursing and Allied Health resulted in a limited course selection directly related to adjunct availability. Mr. Jeffers commented that if comparison by semester course offerings were available to the board the shift in enrollment would be clearer. Mr. Vest added an example at Whiteriver, which added one course. This specific course addition is directly reflected in increase of enrollment. Mr. Vest stated NPC is down almost 30% in developmental course offerings as a result of severe funding cuts. Mr. Parsons asked the number of credit hours considered full-time. Mr. Vest responded that Pell Funding recognizes full-time student at 12. Department of Education full-time is 15 credit hours. Mr. Jeffers asked what the standard full-time credit hours are for university. Mr. Vest confirmed it to be 12. Dr. Swarthout added that universities are not funded on FTSE. Mr. Vest reports that the legislative climate is shifting from FTSE driven to completion driven. President Swarthout stated Institutional Effectiveness Director will report in January.



7.H. – Jonathan Nez Alumnus Recipient (Informational)- Ann Hess and Myrtle Dayzie-Grey
President Swarthout stated this item is moved to January due to travel conflict.

Agenda Item 8: Standing Business

8.A. – Strategic Planning and Accreditation Steering Committee (SPASC) Report – Director Bishop
Mr. Bishop reports SPASC activities this fall included a review of pillars 1-4 of the strategic plan with an update on progress in those areas. Mr. Bishop stated a content portfolio team has been formed to begin forming the next Higher Learning Commission Portfolio. Mr. Bishop added Pillars 5 and 6 will be updated in the spring. Accomplishments will be recorded and strategic plan revisions will be presented to the Board as a first read in May 2012 and approved in June 2012. President Swarthout noted SPASC will move more smoothly once the Higher Learning Commission confirms the new accreditation model with criteria and components.

8.B. – Human Resources Update – Dan Wattron

Mr. Wattron reports two positions were filled and there are five positions open. Employees of the month: October- Mary Lou Schroeder; November- Melissa Webb; December- Derrick Sample.

Agenda Item 9: President's Report – President Swarthout

No report as a result of Flagstaff Economic Development Meeting cancelled.

Agenda Item 10: Board Report/Summary of Current Events


Mr. Jeffers congratulated former NPC assistant basketball coach, Mark Slessinger on promotion as a Division I basketball coach at New Orleans University.

Agenda Item 11: Announcement of Next Regular Meeting: Tuesday, January 17, 2012.

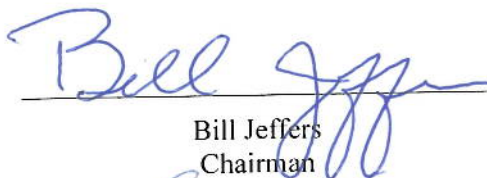
Agenda Item 12: Adjournment

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

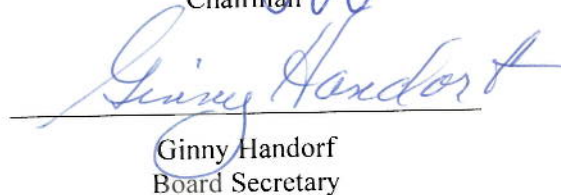
Respectfully submitted,



Kristin Thomas
Recording Secretary to the Board



Bill Jeffers
Chairman



Ginny Handorf
Board Secretary

