

Navajo County Community College District Governing Board Study Session Minutes

October 18, 2011

2251 East Navajo Boulevard, Holbrook, Arizona, 86025

Governing Board Members 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.

Reports:

1. Study Session Agenda Item 1.: Video Bridge Update and Discussion- Director Bishop

Northland Pioneer College currently has a video bridge, formally known as a multi-point control unit (MCU) that is experiencing significant failures. The video bridge allows NPC to provide video classroom instruction to all locations. Chairman Jeffers asked if this purchase was included in capital budget. Director Bishop reports the anticipated cost for the video bridge system will be approximately \$400K. Director Bishop stated Title III Part F grant money was to be used to replace this high priority item. Director Bishop reports that since Title III grant was not awarded this purchase will come from the capital budget. Vice President Hatch stated with the high importance of this item capital funds will be appropriated accordingly. Director Bishop stated the plan is to bring a recommendation to the board in November to purchase the replacement video bridge and install the new system during the Christmas break. Chairmen Jeffers asked if the current video bridge will provide services thru December. Director Bishop stated this assessment to be true with the intent of replacement not to interfere with class sessions. Director Bishop reports there will be down time if system fails before replacement is approved and installed. Mr. Peaches asked if video bridge serves district wide. Director Bishop confirmed. Director Bishop commented that additional capacity will be included in replacement video bridge and allow NPC to extend video course selection. Mr. Jeffers asked if a vendor has been selected. Director Bishop stated the two primary vendors for this product are Polycom and Cisco. The Cisco quote was included in Title III grant; which is where the requested amount originated. Polycom has an annual incentive where the old video bridge carries a trade in value providing a significant discount. Director Bishop stated Information Services has assembled a group of faculty to solicit adequate feedback in which system will be best for the learning environment. Preliminary stages have been started to establish a third party installer of video bridge system. Mr. Parsons asked if vendor and installer would be under state contract. Vice President Hatch responded to say that Northland Pioneer College participates in a consortium agreement following the state procurement system using the open competitiveness bidding process. Vice President Hatch added that current market pricing is also monitored to ensure the lowest possible purchase rate.

2. Study Session Agenda Item 2.: Request Approval to Lease Facilities from Kayenta Unified School District Lease Agreement (Action) – Vice President Hatch

Mr. Hatch stated the board is aware of summer notice to relocate services in Kayenta. A temporary site has been identified to lease classroom space in the Kayenta Unified School District (KUSD) at the Kayenta primary school at a rate of \$3,090.62 per month. Dine College, Northern Arizona University and other agencies will be charged the same rate to provide services on the property. Mr. Hatch commented the new location is not ideal. Currently there is no alternative to conduct classes in January 2012. Mr. Hatch reports that the diligent search for a more suitable, permanent location to house the Kayenta Center is ongoing. Minimal improvements will be made to upgrade the facility. It is anticipated that an alternate location will be identified and occupied within the proposed facility lease period. Lease can be terminated with a three-month notice. Mr. Hatch noted this as the best short-term solution. Mr. Peaches asked if NPC would share the classroom with others. Mr. Hatch said the building is shared, not our four classroom section block. Mr. Peaches asked how far the new facility is from the high school. Mr. Hatch confirmed the distance to be approximately two miles. Mr. Hatch stated the new location has flooded and mold remediation is



in place to mitigate damages. Mr. Parsons commented that he is familiar with proposed lease facility and confirmed it to be in flood zone with flood damage in previous years. Mr. Parsons asked if the absence of mold has been verified. Mr. Hatch confirmed this to be true linked to a report from the TRUST. Mr. Hatch understands from the TRUST that the 25K mold no-fault mold insurance coverage has not been accessed. Mr. Parsons stated he witnessed the flood water on the walls. Mr. Parsons requests the mold insurance coverage be included as the responsibility of KUSD in lease. Mr. Parsons inquired about the increase on rent. Mr. Hatch reports the increase is the entire monthly sum. Mr. Jeffers asked if utilities are included in the monthly rental cost. Mr. Hatch confirmed this to be true as KUSD is responsible for all physical property outside of additions made by NPC. Mr. Parsons commented on conversation with new town manager regarding possibility of different facility. Dr. Swarthout confirmed this to be true and noted the timeline is not efficient to have classes in place by January 2012. Mr. Peaches requested NPC executive staff explore the possibility to utilize the local vacant BIA building. Dr. Swarthout stated contact will be initiated with this entity in response to Mr. Peaches for prospect of long-term solution. Mr. Jeffers asked if requested lease amount is included in budget. Mr. Hatch confirmed amount to be included in budget since the move was anticipated. Ms. Nahsonhoya asked if children will be in the same building as college students. Mr. Hatch confirmed the presence of primary school children and adults on proposed leased KUSD facility property. Ms. Nahsonhoya stated she is not comfortable with this arrangement. Mr. Jeffers asked if the only alternative is not to offer classes in Kayenta Spring 2012. Mr. Hatch confirmed. Dr. Swarthout stated that was unacceptable if it can be avoided. Mr. Peaches stated a site recommendation from previous years south of the main highway. Dr. Swarthout added that after the hospital is built that area might be a more attractive location for higher education entities to connect to nursing programs and NPC will continue to search for a more suitable permanent location in Kayenta.

3. Study Session Agenda Item 3.: Request to Purchase Software and Hardware for ERP Disaster Recovery (Action) – Director Bishop

Mr. Bishop stated the request to purchase software and hardware to implement a disaster recovery solution for our Enterprise Resource Planning and Student Information Systems (ERP/SIS). This purchase will serve as secondary unit to the White Mountain Campus in Show Low; the first system is in place at primary information services center on Painted Desert Campus in Holbrook. The goal is to ensure high availability and disaster recovery options for critical college data and information systems. Mr. Bishop added the proposed system will run parallel to existing system in place. The total cost of this project is \$53,423.08. Mr. Parsons asked if the selected vendors are under state contract. Mr. Bishop confirmed. Ms. Handorf asked if this system is redundant. Mr. Bishop confirmed and added the system will enhance and run parallel to existing primary ERP/SIS. Ms. Nahsonhoya asked if this is in conjunction with most recent information services request to purchase ERP. Mr. Bishop confirmed and stated the request earlier in the year was to upgrade ERP/SIS in Holbrook primary data location. Current request is to provide ERP/SIS on White Mountain Campus in Show Low.

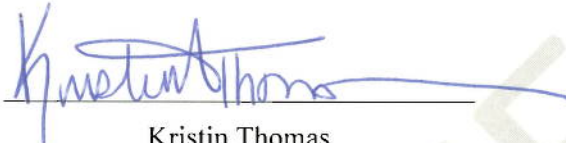
4. Study Session Agenda Item 4.: Request to Approve Transfer Admission Guarantee with Arizona State University (Action) – Vice President Vest

Mr. Vest stated this request to approve initial transfer admission guarantees (TAG) with Arizona State University is the first set in a series identical in framework. There are currently eight in this series. They include: criminal justice, family and human development, psychology, sociology, technical communications, history, political science and justice studies. Mr. Vest reports he and Dean Henderson plan to develop a TAG with AAS to BAS in Early Childhood similar to the TAG previously approved by the board in nursing. The benefits to the student include guaranteed program admission, small ASU tuition reduction and early sustained contact with ASU adviser. Arizona State University asks the student to declare plans to attend ASU upon completion of NPC classes. There is no negative impact to student if they change university choice or plans in general. Ms. Nahsonhoya asked if there are plans to implement a program like this in the social sciences discipline. Mr. Vest confirmed this to be true.

Study session ended at 10:50 a.m.



Respectfully submitted,



Kristin Thomas
Recording Secretary to the Board



Bill Jeffers
Chairman



Ginny Handorf
Board Secretary

