

# Navajo County Community College District Governing Board Meeting Minutes

October 18, 2011 – 11:00 a.m.

2251 East Navajo Boulevard, Holbrook, Arizona, 86025

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**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, Ina Sommers, Brian Burson, Kenny Keith, Eric Henderson, Dan Watron, Bcaulah Bob-Pennypacker, Mi Anna Tyler, Brandy Bryant, Carrie Jordan, Lauren Sedillo, 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. Ms. Nahsonhoya led the Pledge of Allegiance.

## **Agenda Item 2: Adoption of Agenda**

Mr. Peaches moved to adopt the agenda as presented. Ms. Nahsonhoya 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 two months of fiscal budget period with 17% expired. Mr. Hatch noted that the college has received 25% of State Aid. Tax levy is on target for August. Mr. Hatch noted the change to Tuition and Fees information is to more accurately to reflect cash collections at 30%. Grants and Contracts are at 45% as expected. Expenditures side in summer months 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 are at 17%. On the bottom half restricted fund a small amount was transferred to balance. Net cash for all activities is \$621,980.00

### **4.B. – NPC CASO – Ina Sommers**

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. Ms Sommers reports that each year CASO awards two \$500 student scholarships. CASO will discuss adding a textbook scholarship to their awards during the retreat. Ms. Sommers reports that during fall convocation 2011 CASO raised \$615. Ms. Sommers stated that CASO plans to sell See’s candy this holiday season.



#### **4.C. – NPC Faculty Association – Brian Burson**

Brian Burson reports the Faculty Association meetings are a success. Brian Burson introduced the President Elect, Kenny Keith. Kenny Keith has been with the college for 6 years. Mr. Keith has helped to develop and implement Industrial Operations and Maintenance. Mr. Keith stated that he has directly assisted 14 NPC students achieve positions with APS power plant and is excited to continue to work with NPC students to meet their career goals.

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

No report.

#### **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. September 20, 2011 Study Session Minutes (T2)
- B. September 20, 2011 Regular Board Minutes (T2)
- C. 2011-2012 Dual Enrollment Intergovernmental Agreements between the Navajo County Community College District and Red Mesa Unified School District No. 27.

#### **Agenda Item 6: Old Business**

None.

#### **Agenda Item 7: New Business**

##### **7.A. – Request Approval to Lease Facilities from Kayenta Unified School District (Action) – Vice President Hatch**

Mr. Hatch requested approval to lease facilities from the Kayenta Unified School District (KUSD) and provide final lease authorization execution to President Swarhout. Classes will be conducted in this new location beginning January 2012 as a short-term relocation solution. Mr. Hatch reports the lease has been reviewed and approved by NPC legal counsel. Mr. Hatch stated that as directed by Mr. Parsons during study session discussion mold remediation will be added to the lease as the responsibility of KUSD. Mr. Hatch added that executive staff will continue to seek a long term solution for NPC facilities in Kayenta. Mr. Peaches moved to approve the request as presented. Mr. Parsons seconded the motion. ***The vote was unanimous in the affirmative.***

##### **7.B. – Request to Purchase Software and Hardware for ERP Disaster Recovery (Action) – Director Bishop**

Mr. Bishop recommends this purchase to implement a disaster recovery solution for our Enterprise Resource Planning and Student Information System (ERP/SIS). As explained in study session this system will be installed at the White Mountain Campus and run parallel to the ERP/SIS in primary data center at the Painted Desert Campus. Mr. Bishop stated this request is in line to ensure the college's plan to maintain high availability and disaster recovery options for critical college systems. The total cost of this system is \$53,423.08. Mr. Parsons asked if this project will require virtualization. Mr. Bishop confirmed. Ms. Handorf moved to approve the recommendation as presented. Ms. Nahsonhoya seconded the motion. ***The vote was unanimous in the affirmative.***



**7.C. – Request to Approve the Initial Transfer Admission Guarantees between Northland Pioneer College and Arizona State University (Action) – Vice President Vest**

Mr. Vest presented the request to approve a set of eight Transfer Admission Guarantees with Arizona State University. Mr. Vest stated these are similar to the agreement approved last year with ASU in respect to the AAS to BAS with Northland Pioneer College Nursing Program. Mr. Vest stated the staff is working closely with Arizona State University to develop more Transfer Admission Guarantees (TAG). Mr. Vest added student success rates at the university level greatly improve after completion of Arizona General Education Curriculum. Ms. Handorf moved to approve the request as presented. Mr. Parsons 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 1<sup>st</sup> and 3<sup>rd</sup> Friday of each month. 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.

**8.B. – Human Resources Update – Dan Wattron**

Mr. Wattron reports there is one correction to the Faculty in Fire Science closed with 5 applicants. Lauren Sedillo, General Ledger Accountant, was awarded August Employee of the Month. Carrie Jordan, Coordinator of High School Programs, was awarded September Employee of the Month.

**Agenda Item 9: President’s Report – President Swarthout**

Dr. Swarthout reported:

- Kayenta Community Outreach, Thursday, October 27, 2011
- Hopi Community Outreach, Monday, October 31, 2011
- Dr. Swarthout and Director Bishop attended Governors Event at Torreon on October 14 to discuss K-12 education reform focus. The discussion designed a proposal in part to establish a regional consortium of Navajo, Coconino and Apache Counties to address innovation and change. Vice President Hatch will attend a similar event in Apache County, Chinle.
- Dr. Swarthout attended a PARCC meeting in Phoenix to discuss establishing a common course standard to accept college ready high school students. The state of Arizona is committed to this assessment and therefore colleges statewide will be expected to accept high school students for college courses with no remediation. These assessments will begin 2014 so we will expect to see students in 2015.
- Dr. Swarthout is committed to attending the November conference on Developing Human Capital. This conference will involve all areas of leadership in job creation from education to legislature to business industry.

**Agenda Item 10: Board Report/Summary of Current Events**

No Report

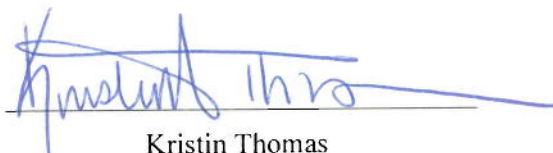
**Agenda Item 11: Announcement of Next Regular Meeting:** Tuesday, November 15, 2011.

**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.*



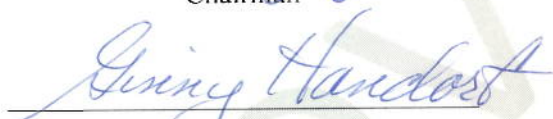
Respectfully submitted,



Kristin Thomas  
Recording Secretary to the Board



Bill Jeffers  
Chairman



Ginny Handorf  
Board Secretary

APPROVED

