

Navajo County Community College District Governing Board Meeting Minutes

April 17, 2012 – 10:00 a.m.

2251 East Navajo Boulevard, Holbrook, Arizona, 86025

Governing Board Member Present: Bill Jeffers, Ginny Handorf, Louella Nahsonhoya and Daniel Peaches

Staff Present: Vice President, Blaine Hatch; Vice President, Mark Vest; Information Services Director, Eric Bishop; Director of Institutional Effectiveness, Leslie Wasson; Recording Secretary to the Board, Kristin Thomas.

Others Present: Everett Robinson, Ann Hess, Stuart Bishop, Fernanda Alekay, Rennie Crittenden, MiAnna Tyler, Brian Burson, Dr. Micheal Solomonson, Debra Fisher, Julie Neish, Maderia Ellison, Jason Whiting, Lance Chugg, Eric Duthie, Cynthia Hutton, Bonnie Adams, Terrie Shevat, Jake Hinton, Dan Watron, Beulah Bob-Pennypacker, Peggy Belknap, Ina Sommers, Janet Hunter, Teri Walker, Dave Roberts, Melissa Luatua, Larry Matyas, Sandra Johnson, Jonathan Nez, Tracy Mancuso

Agenda Item 1: Call to Order and Pledge of Allegiance

Chairman Jeffers called the meeting to order at 10:02 am and Mr. Peaches led the Pledge of Allegiance.

Agenda Item 2: Adoption of Agenda

Mr. Peaches moved to adopt the agenda as presented. Ms. Handorf 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 standard financials of fiscal budget period with 67% expired. Mr. Hatch reports the primary property tax levy for February is on target at 65%. Mr. Hatch stated all areas are on target. Revenues are 74% and expenditures are 60% in general fund. Mr. Hatch stated the restricted fund is balanced at 85% for both revenues and expenditures with a transfer of \$178,905. Mr. Hatch reported the auxiliary fund is balanced at 53% for both revenues and expenditures with a transfer of \$85,288. Mr. Hatch reports all items on the lower portion of the report are on target. Mr. Hatch stated net cash, year-to-date, for all activities is \$4,780,292.

4.B. – NPC CASO – Ina Sommers

Ms. Sommers stated the non-food commodities drive takes place during the NPC picnic on April 27, 2012; it will benefit The Hope House in Whiteriver where the unemployment rate is 80%. Ms. Sommers reported the NPC Shared Governance process is appreciated and garnered positive feedback and results in respect to salary and wage discussions.

4.C. – NPC Faculty Association – Brian Burson

Brian Burson reported the Faculty Salary Increase Resolution passed on February 17, 2012. Please read attached resolution with archived material.

4.D. – NPC Student Government Association- Melissa Luatua

Ms. Luatua introduced Student Government Vice President, Fernanda Alekay. Ms. Alekay stated the SGA Talent Show was a success with a full house. Ms. Alekay reported the SGA is hosting the University Road Trip, April 27-



29; approximately 30 NPC students will visit NAU, ASU and U of A. Ms. Alekay reported SGA will plant a tree in honor of Earth Day dedicated to, Vanessa Powell, former NPC student.

4.E. – NPC Foundation- Lance Chugg

No report.

Agenda Item 5: Consent Agenda

Ms. Nahsonhoya moved to approve the Consent Agenda, as presented. Ms. Handorf seconded the motion.

The vote was unanimous in the affirmative.

Consent Agenda (Action):

- A. March 20, 2012 Study Session Meeting Minutes (T2)
- B. March 20, 2012 Executive Session Meeting Minutes (T2)
- C. March 20, 2012 General Meeting Minutes (T2)

Agenda Item 6: Old Business

None.

Agenda Item 7: New Business

7.A. –Initiate President’s Evaluation Process NPC Procedure 2045- (Information) – Chairman Jeffers

Mr. Vest stated according to NPC Procedure 2045 at the May District Governing Board Meeting of each year a formal review of the college President’s performance is evaluated. The review includes an evaluation of the President’s just ended year and preliminarily approves proposed President’s goals and priorities for the coming year. All District Governing Board members participate in this process. Each even numbered year the entire college staff is encouraged to confidentially participate in this evaluation process. Mr. Jeffers assured entire college staff anonymity during this process and strongly encouraged all to participate. *Please refer to Northland Pioneer College Procedure 2045 to review process in more detail.*

7.B. – Consideration of NPC Foundation (Action) – Vice President Hatch

Based on a request from the NPC Foundation Board of Directors Mr. Jeffers asked NPC Foundation President Bonnie Adams to address the NPC District Governing Board in reference to the decision on March 20, 2012 regarding the severance of Foundation and College relationship on April 20, 2012. Ms. Adams requested the NPC District Governing consider rescinding the vote to sever ties with the NPC Foundation. Ms. Adams stated there had been a miscommunication. Ms. Adams reported the Foundation only investigated the possibility of not doing an audit. Ms. Adams reported since the Foundation has learned there will be repercussions of not performing an audit the Foundation will continue to perform an audit to comply with reporting regulations and not hinder the College. Ms. Adams stated that the Foundation and the college share a common goal that is to help the students get their education. Ms. Adams introduced Foundation director, Lance Chugg and other Foundation board members present: Jason Whiting, Larry Matyas and Rennie Crittenden. Ms. Adams stated the need for more Foundation board members to represent all areas of Navajo and Apache County. Mr. Jeffers asked Ms. Adams if the Foundation understands why the district governing board took action to sever ties; Ms. Adams confirmed understanding. Mr. Crittenden stated the Foundation is willing to make changes in whatever way necessary to continue to help the students of Navajo and Apache County. Ms. Nahsonhoya asked how the Foundation proposed to invite members of the Hopi and Navajo communities to be Foundation board members. Ms. Adams responded she plans to visit areas in question; she asked the NPC District Governing Board for recommendations of individuals with an interest to serve on the Foundation board from respective areas. Mr. Crittenden reported the Foundation has visited the White Mountain Apache Tribal offices and school offices to request recommendation of individuals to serve on Foundation board. Mr. Crittenden commented that some tribal scholarships have not been awarded in multiple years because there have been no applicants who meet the criteria. Mr. Chugg noted that 15 communities are represented in foundation scholarship awards of years previous i.e. Polacca, Keams Canyon and Kayenta. Mr. Jeffers requested the recommendation of staff in regard to Foundation. Mr. Hatch stated staff recommends the District Governing Board rescind the decision to sever ties with the Foundation with the agreement that the Foundation regularly submits an

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Northland Pioneer College

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audit as a component unit of College. Ms. Handorf made a motion to rescind the previous decision of the District Governing Board and re-state collective goals and objectives of Northland Pioneer College and Northland Pioneer College Foundation to meet the needs of student scholarships for education. Ms. Nahsonhoya seconded the motion. Mr. Peaches asked if legal issues have been addressed and resolved. Mr. Jeffers and Mr. Hatch confirmed. Ms. Handorf requested a NPC Foundation report be provided regularly as the monthly DGB agenda reflects. ***The vote was unanimous in the affirmative.***

7.C. – Adjustment to Fiscal Year 2010-11 Adopted Budget (Action)- Vice President Hatch

Mr. Hatch stated the Annual Budgeted Expenditure Limitation Report (ABELR) for fiscal year ending 2011 incorporates adjustments to reconcile the budgeted expenditures with the actual expenditures. The 2011 ABELR is under final review by the Office of the Auditor General; audited report will be provided at the regular May District Governing Board meeting. Ms. Handorf moved to approve the request as presented. Mr. Peaches seconded the motion. ***The vote was unanimous in the affirmative.***

7.D. –Primary Property Tax Levy (First Read)- Vice President Hatch

Mr. Hatch presented a first read of Primary Property Tax Levy in conjunction with requested approval of preliminary capital budget 2012-13 as indicated on budget calendar. Mr. Hatch stated the preliminary budget includes a two percent (2%) increase in the primary property tax levy for FY 2012-13; this is the maximum levy. Mr. Hatch reports the Levy Limit figure is \$13,167,562. This is an increase of \$456,802 over current levy. Mr. Hatch stated a Truth in Taxation Hearing along with publication notices on specific dates will be required if this amount is approved in preliminary budget. Mr. Hatch recommends continuing to levy at the maximum level to demonstrate a local willingness to support operation of the District given the heavy reliance on State Equalization funding. Mr. Hatch noted a recent visit with a representative from the Governors office reconfirmed it is favorable from their perspective for the District to levy at the maximum level to demonstrate local support of College operations, which directly impacts the District's equalization funding from the state. Mr. Hatch reported multiple graphs and worksheets attached represent the result of reduced net assessed valuation.

7.E. –2012-13 Wage and Salary Recommendation (Action)- Vice President Hatch

Mr. Hatch referenced first read and staff recommendation during April District Governing Board meeting in regard to 2012-13 wage and salary increase of three percent (3%) at all employee levels; which is the amount included in 2012-13 preliminary capital budget request. Mr. Hatch stated today the faculty association presented a wage and salary increase with a step and three percent (3%) which is equal to a total of six percent (6%) increase because there is a three percent (3%) differential between steps. Mr. Hatch reported \$200,000 is included in current preliminary budget request to address salary schedule compression. Mr. Hatch stated the faculty proposal of a six percent (6%) increase is not included in 2012-13 preliminary budget request. Mr. Hatch stated if board approves faculty proposal, staff recommends the adjusted increase be extended to all college employees. Mr. Hatch reported the additional funds will reduce the contingency budget line in the amount of \$133,000 per each percentage increase; at a six percent (6%) increase approximately \$400,000 additional funds are needed. Mr. Hatch reviewed health plan changes. Mr. Jeffers asked staff to confirm faculty wage comparison data. Mr. Hatch reported the staff wage comparison data is contrary to the faculty wage comparison data; in fact competitive wage comparison data is an integral component of budget development. Mr. Jeffers asked staff if compensation discussion through shared governance was effective. Mr. Hatch responded the compensation discussion process has room for improvement. Mr. Jeffers stated he is in favor of an additional increase between one and four percent (4%). Ms. Handorf moved to approve the wage and salary increase college wide at a step plus three percent (3%) for a total of a six percent (6%) increase. Mr. Hatch noted the three wage and salary schedules with title *Faculty Proposal* reflect Ms. Handorf's motion; not the salary schedules included in current preliminary budget request. Mr. Peaches seconded the motion. ***The vote was unanimous in the affirmative.***



7.F. – Request to Approve the 2012-2013 Preliminary Budget (Action)- Vice President Hatch

Mr. Hatch reviewed the first read details of budget discussions and executive budget hearings conducted to reach the presented 2012-13 Preliminary Budget. Mr. Hatch reported the expenditure assumptions are linked to the NPC Strategic Plan. Mr. Hatch reported continued concern in respect to equalization formula funding changes. Mr. Hatch stated changes in based on today's action of the board to increase wages at a six percent 6%; the additional 3% will reduce the contingency line by approximately \$400,000. Mr. Hatch reported statutory expenditure limit is not expected to limit expenditures. Mr. Hatch reviewed the approved budget calendar and official budget forms which will be posted on NPC website and published. Mr. Hatch reported the 33% total budget increase is primarily related to moving forward with capital projects. Mr. Jeffers asked staff to confirm that each capital project will be presented for individual review and approval. Mr. Hatch confirmed. Mr. Hatch addressed the current general fund expenditures budget details. Mr. Hatch reviewed six new positions added to the general fund budget. Mr. Hatch stated the recommendation of staff is for approval of preliminary budget as presented with the changes made today of additional 3% increase to wages. *Please see agenda item 7.E.* with an unchanged bottom line. Ms. Nahsonhoya moved to approve the request as presented. Ms. Handorf seconded the motion. ***The vote was unanimous in the affirmative.***

7.G. – Request to Approve the 2012-2015 Preliminary Capital Budget (Action)- Vice President Hatch

Mr. Hatch reviewed summary of three-year plan which matches approved 2012-13 preliminary capital budget. Mr. Hatch noted funding has been identified as a combination of current fund balances with a designation for the Board reserving the fund balances for future purposes and from ongoing general fund operating revenues. Mr. Hatch reiterated staff does not anticipate the return of state capital aid to fund future capital needs. Ms. Handorf moved to approve the request as presented. Mr. Peaches seconded the motion. ***The vote was unanimous in the affirmative.***

7.H. – NPC Outstanding Alumnus Fall 2011 Jonathan Nez (Information)- Ann Hess

Ms. Hess recognized Navajo County District 1 Supervisor, Jonathan Nez as the NPC Outstanding Alumnus for Fall 2011. Ms. Hess stated his nominator as NPC Kayenta Center Adviser, Myrtle Dayzie-Grey. Ms. Dayzie-Grey said "Supervisor Nez is a true civil servant for his people in both Navajo County and Navajo Nation". Mr. Nez accepted his award and stated he is grateful to serve. Mr. Nez noted this awards belongs to his NPC mentors Ms. Dayzie-Grey and Ms. Benally; who both strongly encouraged him and who help many Navajo students achieve their educational goals when life sometimes seems unbearable. Mr. Peaches recognized Supervisor Nez for his outstanding service; even with an increased service area.

7.I. – Small Business Development Center (SBDC) (Information)- Tracy Mancuso

Ms. Mancuso recognized Susan and Dave Mann as the owners, K-Bar RV Resort 2012 SBDC Success Awards winners. Ms. Mancuso highlighted several reasons why the Mann's were selected as the winners including: common sense management, community beautification and area relocation prospecting. Mr. Mann extended gratitude to AZSBDC network; especially Ms. Mancuso for her guiding role in securing favorable long-term financing for K-Bar RV resort. Mr. Mann noted the gateway opportunity to experience the White Mountains via affordable K-Bar RV resort vacationing; many eventually buy a house.

Agenda Item 8: Standing Business

8.A. – Strategic Planning and Accreditation Steering Committee (SPASC) Report – Director Bishop

Mr. Bishop reported eight members of NPC attended the 2012 HLC Annual Conference in Chicago recently. The new approved criteria model for accreditation, Open Pathways, was shared and will be effective January 2013. Mr. Bishop stated new Priority One team has met; their critical focus is to monitor and measure progress of student success and completion.

8.B. – Human Resources Update – Dan Wattron

Mr. Wattron reports two position were filled and there are eight positions open. March Employee of the month: Ryan Rademacher, Faculty in English on the Silver Creek Campus.



Agenda Item 9: Quarterly Reports –

9.A. Institutional Effectiveness Report- Director Wasson

Dr. Wasson reported based on the selection committee results that Qualtrics has been selected to serve as the new survey software for the college. Dr. Wasson stated with significant assistance from the Dean of Students and staff National Student Clearinghouse data will be provided at zero cost to assist with reporting measures to Carl Perkins Grant and Gainful Employment program. Dr. Wasson reported a change request for HLC will be drafted to comply with a distance learning program accreditation review. Dr. Wasson stated Course Evaluation Content Committee will convert selected course evaluation instruments to an online administration medium as a pilot effort in Fall 2012. The summer goals of Institutional Effectiveness include economic impact measures and retention models.

9.B. Arizona REAL Corridor Report- Mr. Parsons, Eric Duthie

Mr. Duthie reported in absence of Mr. Parsons. Mr. Duthie reported AZ REAL (Resource, Energy, Access, Lifestyle) Corridor is tiered membership facilitator in job creation for Navajo County and Apache County. Mr. Duthie stated there are voting members in all tiers consisting of public and private entities. Mr. Duthie stated that Mr. Parsons is the voting member who represents Northland Pioneer College.

Agenda Item 10: Board Report/Summary of Current Events

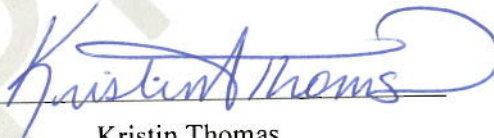
Ms. Handorf reported the White Mountain Belles performed March 9 and March 10; the attendance was good.

Agenda Item 11: Announcement of Next Regular Meeting: Tuesday, May 15, 2012.

Agenda Item 12: Adjournment

The meeting was adjourned upon a motion by Ms. Handorf, 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





Faculty Salary Increase Resolution

Presented by the Faculty Senate President

Passed February 17th, 2012 (Modified April 10th, 2012)

WHEREAS:

The Faculty Senate of Northland Pioneer College recognizes the following historic pattern regarding faculty salaries:

1. The salaries of Northland Pioneer College have not kept pace with the rate of inflation for the past five years. (During the academic years, 2007-2011, the total inflation rate was approximately 11.3 percent.)
2. Faculty salaries have not received step increases for the last three years. (Steps should have been given according to the current salary schedule for the academic years of 2009-2010, 2010-2011, and 2011-2012.)
3. The faculty of Northland Pioneer College has gone without pay raises in two of the past three years. (Faculty received no salary increase for the 2009-2010 and 2010-2011 academic years and the academic year of 2010-2011 was a pay reduction of 2 percent.)
4. Average salaries for Northland Pioneer College faculty is 28 percent lower than the Arizona average faculty compensation.
5. The cost of living, including rising Arizona State Retirement (A.S.R.S.) and medical insurance premiums, is increasing at the same time salaries are stagnant, thus, faculty experience an erosion in their salaries. (The inflation rate for 2011 consisted of a 3.4 percent increase, a 0.42 percent A.S.R.S. increase for the 2012-2013 academic year and an increase of 7-8 percent for insurance premiums for the 2012-2013 academic year.)
6. The Northland Pioneer College District Governing Board in the year 2011 committed itself to raising the salaries of faculty and staff based on projected revenues for the 2011-2012 academic year. (A 4 percent pay raise for the 2011-2012 academic year resulted in an overall 1.8 percent deficit which was based on the 2 percent pay cut of 2010-2011 and the inflation rate for 2011.)

THEREFORE:

The Faculty Senate of Northland Pioneer College:

1. Endorses the Faculty Salary Compensation Committee's proposal for a raise consisting of ~~2~~ 1 steps and ~~6~~ 3 percent added to the base for college faculty for the 2012-2013 academic year.
- ~~2. Endorses the Faculty Salary Compensation Committee's proposal to combine both sick days and personal days as personal leave time.~~
3. Urges the Administration of Northland Pioneer College to endorse and to vigorously support the principle of consistent and equitable annual salary increases for all college employees.
4. Urges The District Governing Board of Northland Pioneer College to provide leadership to assure consistent, equitable and fair annual salary increases for all college employees, including the commitment to raise college faculty salaries.