

Diné College Board of Regents Special Meeting Minutes

Diné College Board of Regents Special Meeting		Date: Friday, March 23, 2018
Present:	Greg Bigman, Theresa Hatathlie, Dr. Tommy Lewis Jr. (arrived 11:44 am), Anderson Hoskie (arrived 1:02 p.m., depart 4:20 p.m.), Felisha Adams, Nelson S. BeGaye (arrived 1:03 p.m.), Johnson Dennison, Sharon Toadecheenie (Quorum of 5 is met) 8 Regents in attendance.	Location: Diné College Tsaile Main Campus, Room 620C Tsaile, AZ Time: 11:30 a.m.
Absent:		

Agenda

February 9, 2018 minutes approved April 13, 2018. Motion: Regent BeGaye, Second Regent Dennison, Vote: 5-0-1.

I. Call to Order: Regent Bigman called the meeting to order at 11:38 a.m.

II. Roll Call: Regent Adams appointed to conduct secretary duties for this meeting. Taken by Regent Adams. Regent Bigman notes for the record that Regent BeGaye is excused while he attends the Sihasin Meeting. Diné College President also excused from meeting to be present for proposal being presented to the Sihasin Meeting held at Twin Arrows Resort & Casino, Flagstaff, AZ.

III. Invocation: Regent Hatathlie provided invocation.

IV. Approval of Agenda

Motion to approve agenda by Regent Adams, second by Regent Hatathlie.
 Motion by Regent Bigman to amend agenda to move resolutions to Items #1 & 2, include 50th Anniversary update as Item #3, then all other approved items will be re-sequenced thereafter. Second by Regent Adams.

- ✚ Regent Dennison address the board with his request for the Jish's presence at the meeting. Staff entered President's office to obtain.
- ✚ Dr. Lewis mentions that special meetings are to be for urgent issues, not reports and should only be on action items.

Vote on amending motion: 5-0-0.

Vote on approving motion: 5-0-0.

Follow-Up Action:

- Update agenda with noted amendment.

Responsible POC:

BOR Executive Assistant

V. Approved Items:

1. **Respectfully requesting \$63,317 from the Navajo Nation Council to determine the feasibility and success of establishing a college center as part of the creation of a sustainable community in Pinon.**

Motion to approve resolution by Regent Dr. Lewis, seconded by Regent Dennison.
 Discussion: Regent Dr. Lewis inquired of whom sponsored the resolution. Regent Bigman clarified the sponsor was Dr. Roessel.

Vote for approving motion: 6-0-0.

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2. Approving a Proposal to the Navajo Nation Council to fund the construction of student and faculty housing for Diné College at the Tsaille, Arizona campus in the amount of \$18,536,279.90.

Motion to approve resolution by Regent Adams, second by Regent Hatathlie.

Discussion: Regent Toadecheenie requested proposal or study to be included detailing cost breakdown & Navajo Housing Authority offered assistance. Regent Bigman informed of prior proposals and CIIP includes these further details. Regent Toadecheenie questions if student count supports housing proposal. *Vice President of Finance and Administration Mrs. Lewis delegated authority presented the proposal for housing. Provost Garrity expressed currently 1,400 students with 1,500 students anticipated.* Regent Toadecheenie motioned to table resolution. Motion not seconded; motion failed.

The resolution did not have the proposal attached, however was received as an email attachment at the meeting then presented and viewed on the overhead projector. A directive to include the attachment by Regent Adams, second by Regent Toadecheenie.

Vote for approving motion: 6-0-0.

Vote for directive: 6-0-0.

3. 50th Anniversary Update

Regent Bigman makes recommendation and asks regents to consider refraining from Crystal Ceremony conjoined with staff. Regent Hatathlie recommends both the Hózhóójí (April 13), Bijiih (April 14), and Naay’ee’ee jí (March 30) for the balance of the college. Regent Bigman supports the Blessing Way, Hózhóójí, and Protection Way, Naay’ee’ee jí, Ceremonies. Dr. Lewis further recommends inviting the staff who’d like to attend versus making mandatory college-wide. Regent Dennison supports all recommendations and reassures the Naayé’eejí is customary. The agreed upon time estimated at 9 am for an hour, followed by the April 13th regular board meeting at 10 a.m.

Directive: Include proposal as an attachment to the resolution

Resolution Sponsor

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Regent Adams announces there will be an event every month starting in April. She seeks support of the regents and college with ensuring a successful 50th anniversary and commemoration. Two speakers are scheduled to be on campus April 11th, Carrie Billy and April 13th, Robert Miller. Also, on April 13th will be the exhibit opening and campus appreciation. *Regent Dr. Lewis encourages efforts to reach the community for their participation in the commemorative event. Dr. Lewis remarked on previous suggestion on signage at key locations.* Regent Adams provides updates on centers and campus progress on their signage for 50th Anniversary. The signs will be specific to their sites and hopes to see them posted soon. Navajo Times has been contacted to release an ad with marketing, 50th anniversary, and graduate information approximately 2 weeks prior to May 11, 2018.

- Vice President of External Affairs Mrs. Nez informs of the annual cost for billboards in Chinle and St. Michaels is estimated at \$11,400 annually.
 - ✚ Dr. Lewis recommends seeking sponsorship options and with Navajo printing options to reduce costs as well as contribute to local business.
- ✚ Regent Bigman supports regents' presence in support of the 50th anniversary and approves all travel.
- ✚ Regent Dr. Lewis recommends Peter McDonald as a guest speaker or commencement speaker.

4. Presentation of Information

Fiduciary, fundraising, raising awareness, and attending events are responsibilities of the Board of Regents. Regent Bigman provides an overview of reporting that communicates it's a form of communication to the Board of Regents. It should have a specific purpose and assist in the decision making process. There are different types of reports communicating various outcomes such as direction of efforts, status, effectiveness, and accomplishments. The reporting gives insight on direction, return on investments for students, performance, and steps the college is taking.

- ✚ Regent Hoskie recalls some challenges with needed courses for student that resulted in delays for students' progress.

Recommendations:

- *Online reporting*
- *Reporting standard*

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a. Overview of budget and finance, (budgeting method revenue, expenditures cost and management philosophy)

Vice President of Finance has focused on three approaches to cost management. The restricted funds have different budget dates and have caused issues during the Jenzabar implementation. There is also effort into implementing a grants module allowing separate modules for each grant.

i. Budget method

The use of a zero-based budget with managers building their budgets each year. The annual amounts require re-justification and not just based on prior years. The method will align the divisions/ departments with the strategic goals. It requires a reevaluation and reexamination of all programs and expenditures by analyzing various efficiency measures.

ii. Revenue Projections Process

There has been no change in the annual allocation received from BIE. Twenty year funding of the constant amount of \$4,200,000. Decrease results from the projection based on student enrollment trends, implementation of e-bookstore, both student and employee housing, bookstore general merchandise, and other revenue. Increase results from Investment income and dual credit revenue.

iii. Expenditures Review

Expenditures are tracked and reviewed on a quarterly basis and aligned with the new strategic planning module. The budgeted vs. actual amounts are given to budget managers monthly to monitor spending and to ensure they are in-line with quarterly objectives

iv. Management Philosophy

The method an organization plans and achieves goals. There are different philosophies that focus on aspects of an organization. A focus on working toward maximum efficiency and employee and management relationship. A focus to motivate employees to improve performance.

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<p>The philosophy should account for managing a crisis by identifying, planning, and responding to potential dangers. Also, understanding the student customer and how they relate to the success of the organization.</p> <p>v. <u>Strategic Plans</u> The first year implementing the alignment of budget to strategic planning is '17-18, with software Strategic Planning software (SPOL). The software will track and monitor goals and objectives quarterly.</p> <p>b. Overview of goals Provost highlighted goal to develop common language to improve communication. The goal to provide clarity of direction to faculty. A mention to utilize specific survey tools localized and even tribal college focused. Vice President of Student Affairs goals were noted as strategic goals and discussed under Item 5a.</p> <p>c. Overview of student Data i.e. student enrollment, trends and; transfer students, traditional vs. nontraditional, etc. Executive Director of OIPR provided the DC Student Success Data Report. The historical enrollment covered AY 1314 AY 1718, with 2,700 enrolled. The amount does not include summer 2018 which has yet to begin. The female students are at a higher headcount each academic year. The student population consists of 98% of Native American students and 2% Non-Native American students for Fall 2017 & of 97% of Native American students and 3% Non-Native American students for Spring 2018.</p> <p>The total Transfer Services for Spring '18 has 14 student transfer to Fort Lewis College and 1 transfer to Arizona State University. An overview was provided explaining the transfer services provided by the college to assist students in this transition.</p> <p>d. Overview of market i.e. high school's graduations, local college enrollment etc.</p> <p>Vice President of External Affairs, Mrs. Nez, provided several</p>	<p>In-depth oral presentation to HEHSC, along with submitting written report.</p> <p>✚ Regent Toadecheenie suggests that every department adopts the form used by Executive Director or OIPR.</p>	<p>President & Administration</p> <p>President & Administration</p>
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surrounding college enrollment data. San Juan College has 11,640 students enrolled with 31% Native Americans, UNM has 26,278 students enrolled includes 1,369 Native American student population, Northland Pioneer College has 3,044 with 33% Native American. The local high school graduation count was not included in presentation.

- a. Regent Bigman points out there are not any performance measures included within handout labeled "Presentation of Department."
- b. Regent Toadecheenie suggests that every department adopts the form used by Executive Director or OIPR.
- c. Regent Dennison suggest exploring option of research center as providing public service and building the Navajo Nation. The research can focus on cultural aspects.

5. Presentation of Departments

a. Goals and priorities

Provost, Dr. Geraldine Garrity announces the academic team is working on their plans in preparation for HLC 1st visit, May 14 & 15. The HLC Reaffirmation 2nd visit is scheduled October 22-23, 2018. She is working to align Navajo Nation, Achieve the Dream (ATD) goals, and DC Strategic goals. The faculty handbook update is in progress including extracting duplications already within 3P Manual. The other focus within the handbook is differentiating academic faculty vs. Navajo faculty ranking.

✚ Regent Adams asked how many students are needed to reach goal for 2021. Regent Adams also asks of the maximum capacity of students for the college. *Provost Dr. Garrity advises contributing factors she identified are application deadlines and limited faculty. Dr. Garrity states she's working with IT in identifying additional space for students. The metrics are placed on board reports and detailed further in quarterly reports.*

- The last time this was researched was 2014. That data showed student capacities at 275 dorm, 225 cafeteria, 3,275 at Tsaille.

✚ Regent Lewis suggests utilizing an online or outside organization to cumulate data between divisions.

✚ Regent Bigman has concern there is not a development plan. A costing model can be generated keeping in mind HLC rules and

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regulations. The alignment should show revenue to be able to better analyze the return of investment of a program.

- ✚ Regent Toadecheenie shares she has similar views of looking at the college's fiscal health aligning with continuation of programs.
- ✚ Regent Adams inquire if departments may consider collaborating to research marketing efforts and how students hear of the college.. A SWOT analysis to determine effectiveness and create priorities for the remainder of the year.

Vice President of Student Affairs working toward strategic goals with cross institutional dialogue, expanding student dialog, and promoting student health, wellness, ad safety. The other goal to utilize information technology with improving the student learning experiences.

- i. Strategic Planning goal #1:
 - Revamping New Student Orientations
 - Revamping 1st year experience
 - Improving student tracking
 - Implementing a new student health/wellness program
 - Developing summer bridge program
- ii. Strategic Planning goal #2:
 - Online admissions
 - Increase Financial Aid disbursements and processing
- iii. External Partnership Efforts
 - Achieving the Dream
 - Student Internship Opportunities
 - Student Emergency Aid
 - College Readiness, Adult Education Program

- ✚ Regent Toadecheenie asks if adult education is in its' last year. Vice President Haskey states reoccurring grant and has been available for 20 years.

e. Overview of Strategic goals

Data System Analyst, Malcolm Bob, provided an overview of implementation of Strategic Planning online. A demonstration summary report for the Security Department was loaded and shown on the overhead projection. To stream line and ensure the integrity of the reporting the Office of Institutional Planning & Reporting (OIPR) will

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enter the data. The public access /viewing will be on the Data Dashboard system.

- ✚ Regent Hatathlie recommends offering training to external entities for strategic planning at a cost. There is a need on the Navajo Nation for such training. Also mentions workforce programs sending clients to outside schools that pay for tuition books, and childcare. This is a resource we should look into offering our college's services.

b. Budget

Provost, Dr. Geraldine Garrity is working on a cost analysis to determine the true cost for one year. The presentation encompassed relationship academic budget planning, faculty/adjunct credentialing, look at overload pay, workload analysis, and professional development as continuous efforts.

- ✚ Regent Bigman views as input analysis report.

Vice President of Student Affairs, Glennita Haskey, include breakdown of departmental breakdown of budget from general funds and restricted funds with percentages. The powerpoint includes the 1st quarter expenditure from both accounts. The highest expenditures include personnel, travel, and supplies. The lowest expenditures are consultant services and software/ equipment.

Vice President of Finance provided in-depth report earlier on agenda, see Item 4a. Vice President of External Affairs discussion did not include this item, however handout provided has units, annual budget with percentages of expenditures.

c. Data collection

Provost displayed on screen Schools Breakdown. The table listed the schools, number of instructional hours, number of students, number of faculty members, and cost by credit hours. The total cost for all schools displayed \$607,620.00 cost per credit hour. A pie chart illustrating percentages of faculty roster with associated degree per sector.

Vice President of External Affairs has hired IGO Data Manger as of 1/8/17 & IGO Compliance officer 2/12/18. They are both currently currently both in IGO training for grants software. There are ongoing efforts in seeking

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<p>training for Office of Financial Aid, DHR, and IT.</p> <p>6. Reporting Discussion</p> <p>a. Policies The Vice Presidents provided all policies presented at the February work session and is available on the network drive as a resource. The collected policies have been stored for board records.</p> <ul style="list-style-type: none"> ✚ Regent Bigman suggest the vice presidents to consider the dashboard in their reporting. The overriding of policies should be included within the report. <p>b. Metrics A reference to the two performance metrics discussed at the work session held February 2-3, 2018.</p> <ul style="list-style-type: none"> ✚ Regent Bigman suggested for the vice presidents to consider the dashboard in their reporting. <p style="text-align: center;">Regent BeGaye welcomes Regent Toadecheenie.</p>		
<p>VI. Executive Session: An executive session was not held during this meeting.</p>		
<p>VII. Next Meeting: Board of Regents Regular Meeting Friday, April 13, 2018, 10:00 a.m. Proposed Location: Tsaile Campus, 620C Conference Room Tsaile, Navajo Nation (AZ)</p>		
<p>VIII. Adjournment: Motion to adjourn by Regent Hatathlie. Seconded by Regent Dr. Lewis There was no discussion. Vote: 7-0-0. Meeting adjourned at 4:43 p.m.</p>		
<i>Respectfully submitted by: Michelle Cury, Diné College Board of Regents Executive Assistant</i>		