

Navajo County Community College District Governing Board Meeting Minutes

August 16, 2016 – 10:00 a.m.
Painted Desert Campus, Tiponi Community Center
2251 East Navajo Boulevard, Holbrook, Arizona

Governing Board Member Present: Ms. Ginny Handorf; Mr. James Matteson; Mr. Frank Lucero; Mr. Daniel Peaches; Mr. George Joe.

Staff Present: President Jeanne Swarhout; Interim Vice President Maderia Ellison; Vice President Mark Vest; Director PJ Way; Recording Secretary to the Board Paul Hempsey.

Others Present: Kim Reed; Everett Robinson; Ann Hess; Betsyann Wilson; Renell Heister; Peggy Belknap; Stuart Bishop; Josh Rogers; Jeremy Raisor; Bill Fee; Amber Hill; Linda Kor; Donna Soseman; Ed Gentry; Claude Endfield; Beulah Bob-Pennypacker.

Agenda Item 1: Call to Order and Pledge of Allegiance

Chair Handorf called the meeting to order at 10:00 a.m. and introduced Mr. George Joe, appointed as Board Member for District 2. Chair Handorf then asked Mr. Matteson to lead the Pledge of Allegiance.

Agenda Item 2: Adoption of Agenda

Mr. Matteson moved to adopt the agenda as presented. Mr. Lucero 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 – Interim Vice President Ellison

Interim Vice President Ellison addressed the Board and reviewed the Financial Position report stating that the documentation was for the full fiscal year of July 1st, 2015 to June 30th, 2016.

Chair Handorf asked if funds were still outstanding from grants, if the college had expended money from its own funds to cover costs and in which budget cycle any outstanding grant payments would be made. Interim Vice President Ellison responded that some of the grants received were on a reimbursement model, meaning the college had expended funds and would then be reimbursed by the Grantor. These grantors have been invoiced for the services provided by the college but the money has not hit our bank account yet. [On an accrual basis the revenues from the grantors will be included in the fiscal year 2015-2016 financials.](#)
~~[These payments will be included in the 2015-2016 budget once received.](#)~~



Interim Vice President Ellison handed a copy of Tax Levies by District for all the Arizona Community Colleges noting that Mr. Lucero had requested the information at a previous Board meeting.

4.B. NPC Friends and Family – Director Wilson

Director Wilson addressed the Board and welcomed Mr. Joe. Director Wilson commented that she learned of the passing of Board member Winslow while on vacation and upon returning to her office she was contacted by Mr. Winslow's brother and a former High School classmate on a potential scholarship in Mr. Winslow's name. Donations have currently exceeded \$6000. Director Wilson also mentioned that a Memorial Service will be held in Winslow sometime during the fall.

Director Wilson presented a Scholarship Report noting that over \$74,000 was awarded in fiscal year 2015-2016. One hundred percent of the students that received a scholarship completed the semester in which it was awarded with over seventy-eight percent enrolling in the following semester.

In other scholarship information Director Wilson reported the Claude Endfield Endowment scholarship has raised \$9200 with help from her retirement party. A memorial fund, set up in Russell Brown's name for students leaving the Department of Correction system raised \$1320 at Convocation.

In other news Friends and Family completed their yearly audit with a great report which will be turned over to the college soon. 250 riders are registered for Pedal the Petrified and there was a meeting with volunteers during Convocation.

4.C. Human Resources

Written Report.

4.D. NPC CASO

Written Report.

4.E. Faculty Association

No Report though President Swarthout made a request, from Faculty Association, for the Board to consider bringing back a verbal report.

4.F. NPC Student Government Association

No Report.

Agenda Item 5: Consent Agenda

- A. **June 21, 2016 Regular Board Minutes**
- B. **June 21, 2016 Executive Session Minutes**
- C. **Dual Enrollment Intergovernmental Agreements** between Navajo County Community College District and Round Valley USD; and Snowflake USD.
- D. **NPC Policies: 1562** Political Activity Revision; **1940** Capitalization Revision; **1555** Outside Employment Review Only.



Mr. Matteson made a motion to approve the consent agenda as presented. Mr. Lucero seconded. The vote was unanimous in the affirmative.

Agenda Item 6: Old Business

None.

Agenda Item 7: New Business

7.A. Emeritus Status – Claude Endfield

Vice President Vest addressed the Board and stated that, while Claude's position would be filled she can never be replaced and thanked her, for the service she provided, on behalf of everyone.

Claude Endfield addressed the Board and commented that she owed a lot to Head Start and to NPC for providing a career that she loved and noted in everything she has done, the end result has always been for children. Claude mentioned that all four of her children were NPC graduates and NPC really impacted not only her family but families across the 22,000 miles plus that the college serves.

7.B. Request to Approve Navajo County Election Services IGA

Interim Vice President Ellison reviewed the Navajo County Election Services IGA with the Board noting that staff recommends approval for the five year duration.

Mr. Lucero asked if there was an ongoing cost to the college for these services. Interim Vice President Ellison responded that this was an annual cost to the college on years where election services were required.

Mr. Matteson made a motion to approve the Navajo County Election Services IGA. Mr. Lucero seconded. The vote was unanimous in the affirmative.

7.C. Request to Approve New Mexico Higher Education Department IGA

Interim Vice President Ellison reviewed the request to approve the New Mexico Higher Education Department IGA with the Board stating staff recommends approval. There are four other counties included in the agreement and has a limit of 200 FTSE shared between the counties. The agreement allows students, meeting the criteria, in-state tuition.

Mr. Joe asked how and when the cap of 200 FTSE is determined. Interim Vice President Ellison responded that the student must identify themselves during the registration process as eligible. President Swarthout mentioned the college has never come close to reaching the cap in the past.

Mr. Matteson made a motion to approve the New Mexico Higher Education Department IGA. Mr. Lucero seconded. The vote was unanimous in the affirmative.

7.D. Annual Enrollment Report

Vice President Vest reviewed the Annual Enrollment Report with the Board noting that a more detailed report will be available in the middle of the Fall semester. Vice President Vest



commented that, for the upcoming year, even though classes are full we may see a slight decline in enrollment due to the number of faculty vacancies the college has.

Chair Handorf asked if the increase in enrollment might have something to do with the new tuition waiver programs the college is offering. Vice President Vest responded in the affirmative.

Mr. Lucero asked if the positions do get filled, will enrollment increase or will the current student load be split up. Vice President Vest responded that enrollment would go up as there is a waiting list of students needing classes.

7.E. Request to Award Contract for NPC Website Redesign

Vice President Vest reviewed the request to Award the Contract for NPC Website Redesign stating that staff recommends approval for a cost of \$98,250.00 with Archetype 5.

Mr. Joe asked if the college still publishes the class schedule. Vice President Vest responded that the college does not. Copies are available at the Campus and Centers for students to utilize.

Mr. Matteson made a motion to approve the Request to Award Contract for NPC Website Redesign with Archetype 5 as presented. Mr. Lucero seconded. The vote was unanimous in the affirmative.

7.F. Title III TALON Grant Update

Renell Heister, Project Director for the TALON Grant, addressed the Board and presented an update on the Title III TALON Grant, giving a brief review of the objectives for Board Member Joe. Project Director Heister noted that 10 High School Districts would participate in the first year of the Grant and she had already made good progress on connecting with additional high school districts to participate in the future. Pre-sessions were underway and classes begin on August 22nd.

Director Way addressed the Board and gave an overview of the equipment that has been installed and the technology that will be available to the instructors.

Director Heister made special mention of Jonathan Lawrence, Audio/Visual Support Technician for the TALON Grant and the efforts made by the I.S. Department.

Mr. Matteson asked how user friendly the new equipment and software was. Director Heister responded that it was more user friendly than you might think and multiple training opportunities were being provided to users.

7.G. Space Use Study

Mr. Matteson suggested the discussion was premature and believed the item should be tabled to give Mr. Joe a chance to review the Study.

Mr. Matteson made a motion to table the item, Mr. Joe seconded. The vote was unanimous in the affirmative.



7.H. Executive Session Pursuant to 38-431.03(A)(1)

At 11:00a.m. Mr. Matteson made a motion for the Board to go into Executive Session. Mr. Lucero seconded the motion. The motion passed unanimously.

At 11:53 a.m. The Board moved back into regular session and adjourned from executive session upon a motion by Mr. Peaches, seconded by Mr. Matteson and a unanimous vote.

7.I. Possible Action on Personnel Contract

Mr. Lucero motioned to approve an addendum to the President's contract. Mr. Joe seconded. The vote was unanimous in the affirmative.

Agenda Item 8: Standing Business

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

Vice President Vest stated that SPASC had presented to the college at Convocation to update them on a number of items including the PASS initiative, the redesign of the college website, and following that the redesign of the MyNPC portal, and more. The committee will be hearing reports from the individuals who have responsibility for implementing the current Strategic Priorities, throughout the year, on the progress they have made. In turn the Committee will update the Board regularly and the entire college at Spring Convocation.

8.B. President's Report

President Swarthout addressed the Board and mentioned her attendance at the Arizona Community College Coordinating Council Retreat last week, which provided new energy and momentum and will hopefully turn into some good, long term strategies for all Community College Districts in Arizona. President Swarthout stated the college continues to work on the new Fair Labor Standards Law which have caused challenges and may produce new policies and procedures.

Mr. Matteson stated he had the chance to visit the campus in Winslow and wanted to pass along congratulations on the improvements made to enable access to buildings and asked where the process of fixing the entrance road was at. Interim Vice President Ellison responded that work had started to assess the needs of the college and the city for the project but progress was slower than we would like and she will bring further information back to the next Board meeting.

8.C. Agenda Items/Informational Needs

None.

Agenda Item 9: Board Report/Summary of Current Event

Mr. Matteson commented that there had been complaints from a member of the Show Low City Council regarding banners on NPC property in Show Low. The banners turned out to be on City property.



Agenda Item 10: Announcement of Next Regular Meeting: Regular District Governing Board meeting on Tuesday, September 20, 2016.

Agenda Item 11: Adjournment

The meeting was adjourned at 12:05 p.m. upon a motion by Mr. Matteson, a second by Mr. Lucero, and a unanimous affirmative vote.

Respectfully submitted,



Paul Hempsey
Recording Secretary to the Board

APPROVED

