

Navajo County Community College District Governing Board Meeting Minutes

January 17, 2017 – 10:00 a.m.
Painted Desert Campus, Tiponi Community Center
2251 East Navajo Boulevard, Holbrook, Arizona

Governing Board Member Present: Mr. James Matteson; Mr. Frank Lucero; Mr. Daniel Peaches; Mr. Derrick Leslie.

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

Others Present: Kim Reed; Chanae Nielson; Stuart Bishop; Everett Robinson; Betsyann Wilson; Peggy Belknap; Royce Kincanon; Beulah Bob-Pennypacker; Jay Zsorey; David Glennon; Gerrick Adams; Ann Hess; Amber Hill; Tracy Mancuso; Josh Rogers; Bill Fee; Jinger Stephenson; Rickey Jackson; Jeremy Raisor; Gail Campbell.

Agenda Item 1: Call to Order and Pledge of Allegiance

Secretary Peaches called the meeting to order at 10:00a.m. and led 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: Election of Board Officers

Mr. Matteson nominated Mr. Lucero to become Chair. Mr. Leslie seconded. The vote was unanimous in the affirmative.

Mr. Matteson nominated Mr. Peaches to remain as Secretary. Mr. Lucero seconded. The vote was unanimous in the affirmative.

Agenda Item 4: Call for public Comment

None

Agenda Item 5: Reports

5.A. Financial Position

Interim Vice President Ellison reviewed the financial position report with the Board.

Mr. Leslie asked if reimbursements from Grants and Contracts were on a monthly or quarterly basis. Interim Vice President Ellison stated it depended on the fund, for example most of the federal awards are related to student financial aid and would be by semester.



Mr. Matteson asked for clarification on the college's financial position. Interim Vice President Ellison commented that, although the Property Tax Receipts fluctuated monthly from last year, the college was at the same yearly total as last year.

Mr. Lucero asked, due to the loss of revenue in the county, when the college might feel the effects. Interim Vice President Ellison commented that the college has no way of predicting when it will feel the effects.

5.B. NPC Friends and Family

Director Wilson addressed the Board and stated that the report found in the packet was in response to a question from Mr. Joe at the December meeting. Director Wilson reviewed the history of the Friends and Family Foundation for the Board.

Director Wilson outlined the yearly events that Friends and Family run to raise money for scholarships noting Arizona Gives Day will happen again on April 4th 2017, the Golf Tournament will take place on April 29th 2017 and Pedal the Petrified will be held on September 16th 2017. Director Wilson also noted that this year they will try a new event. A Disc Golf tournament will be held in Snowflake Municipal Golf course in partnership with the city of Show Low.

Mr. Leslie asked, as they are needs based scholarships, if there was a formula used to decide who would qualify. Director Wilson stated that there is no formula and the committee uses a variety of methods to discern who should receive the scholarships, including Pell Grant qualification, a required essay, the Estimated Family Contribution, etc. Mr. Leslie asked if the students could apply multiple times for a scholarship. Director Wilson responded that students could apply as many times as they like. Mr. Leslie asked if funds could be utilized for CCP classes and if there was a credit requirement to apply. Director Wilson responded that for the Fill the Gap and Leg Up grants have a 6, college level, credit or more requirement and you must be a returning student. There is a High School Equivalency grant which will help students taking CCP classes.

Mr. Leslie asked how scholarship recipient students were tracked by Friends and Family. Director Wilson stated that she works with the Academic Advisors to do a manual tracking of recipients each semester.

5.C. Faculty Association

No Report

5.D. Human Resources

Written Report

5.E. NPC CASO

No Report

5.F. NPC Student Government Association

No Report



Agenda Item 6: Consent Agenda

A. December 20, 2016 Regular Board Minutes

B. Curriculum Modification:

- 1. Program Modification - BUS - Medical Office Technologies AAS, CAS & CP**
- 2. Program Deletion - BUS - Medical Transcription AAS, CAS & CP**

*Mr. Matteson made a motion to approve the consent agenda. Mr. Leslie seconded. **The vote was unanimous in the affirmative.***

Agenda Item 7: Old Business

7.A. None

Agenda Item 8: New Business

8.A. Review and Accept Financial and Single Year Audits

Interim Vice President Ellison addressed the Board and stated staff recommends the acceptance of the Financial and Single Year Audits and introduced members of the State Auditing team who were present to discuss their findings.

Jay Zsorey, Financial Audit Director with the Office of the Auditor General, stated that the college received an unmodified opinion on Financial statements and Compliance. Mr. Zsorey mentioned that NPC was the first Arizona Community College to issue their financial statements this year and once again received an Excellence in Financial Reporting certificate for the Comprehensive Annual Financial Report (CAFR). The audit team had no recommendations for improvements this year and thanked the college for issuing early and having a successful audit.

Mr. Matteson asked if the internal controls issue from last year's audit had been corrected. Director Zsorey stated that they are required to follow up on any issues identified and it had been corrected for this year's audit.

David Glennon addressed the Board and reviewed the process and outcomes noting that the process, for this year, will begin again soon with an Entrance meeting in May, but the bulk of work is completed later in the year.

Gerrick Adams addressed the Board and reviewed the Single Year Audit. Mr. Adams joined Mr. Zsorey and Mr. Glennon on mentioning that there were no findings.

Interim Vice President Ellison extended thanks to the Office of the Auditor General.

*Mr. Matteson made a motion to accept the Financial and Single Year Audits. Mr. Peaches seconded the motion. **The motion passed with a unanimous vote.***

8.B. Request to Approve Hearing Officers

President Swarthout addressed the Board and stated that the college asks the Board to approve a list of external Hearing Officers each year.



Mr. Leslie asked if the list was used in rotation. President Swarthout responded that policy stated that the list was used on rotation. Mr. Leslie followed up by asking what the required qualifications were, to be used as a Hearing Officer. President Swarthout commented that the college attorney was responsible for vetting the list to make sure the candidates were appropriate for the task.

*Mr. Matteson made a motion to approve the list of Hearing Officers as presented. Mr. Peaches seconded the motion. **The motion passed with a unanimous vote.***

8.C. Presidential Search Process

President Swarthout asked the Board to approve staff to begin exploration of available firms, and the price and levels of service they provide, that may be used to aid the Board with the Presidential Search.

Mr. Matteson commented that he would like to see firms that work with smaller and more remote areas of the country that can relate to our needs. President Swarthout commented that the Board may elect not to use any outside services but they will at least have the information to make an informed decision.

Mr. Leslie commented that he would also like to see the President's perspective on a job description.

*Mr. Matteson made a motion to approve staff to begin exploration as presented. Mr. Leslie seconded the motion. **The motion passed with a unanimous vote.***

Agenda Item 9: Standing Business

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

Vice President Vest addressed the Board and reviewed the charge given to the committee and current activities for new Board members noting the college's next Accreditation visit would be in 2019 – 2020.

Mr. Leslie asked about the make-up of the committee. Vice President Vest and Recording Secretary of the Board Hempsey provided the names and job titles of the current committee members.

9.B. President's Report

President Swarthout stated the Governor's Budget was provided on Friday and showed no new decreases to Community College funding. The college is watching a couple of Bills, at the legislature, closely.

Mr. Matteson asked if the Bill on Revenue Bonds would affect the college. President Swarthout commented that it would not have any effect on the college and if she would be required to discuss it at the legislation, it would be as the Chair of the Arizona Community College Coordinating Council.



President Swarthout commented that Associate Vice President – Chief Operating Officer interviews would take place at the end of the month with three candidates coming to campus.

9.C. Agenda Items/Informational Needs

President Swarthout will try to bring some results from the research into Search firms, as well as any job descriptions that are found.

Agenda Item 10: Board Report/Summary of Current Event

None.

Agenda Item 11: Announcement of Next Regular Meeting: Regular District Governing Board meeting February 21, 2017.

Agenda Item 12: Adjournment

The meeting was adjourned at 12:19a.m. upon a motion by Mr. Matteson, a second by Mr. Peaches, and a unanimous affirmative vote.

Respectfully submitted,



Paul Hempsey
Recording Secretary to the Board

