

Navajo County Community College District Governing Board Meeting Minutes

June 21, 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.

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

Others Present: Kim Reed; Peggy Belknap; Ed Gentry; Everett Robinson; Ann Hess; Rickey Jackson; Eric Henderson; Josh Rogers; Terrie Shevat; Linda Kor; Bill Fee; Amber Hill; Renell Heister

Agenda Item 1: Call to Order and Pledge of Allegiance

Chair Handorf called the meeting to order at 10:00 a.m. and read the following statement:

We are all devastated by the tragic news of the death of NPC Board Member Prescott Winslow. "Pres" was with us just last month for our NPC graduation ceremony, shaking the hand of every graduate, several of whom he knew by name, and encouraging them to continue in their pursuit of life-long learning.

Pres was a tremendous Board Member: always well-prepared for each meeting with questions, and explanations, regarding items on the agenda. His creativity and enthusiasm for the College and its programs, especially those providing financial assistance and personal encouragement for students, was genuine and dependable. He was admired and exceedingly well-liked by all of our NPC community for his sincere dedication and commitment. He also worked diligently with numerous high school students in his community of Winslow, often counseling, promoting, and supporting their advancement to higher education and the values it brings for success in life.

Pres was a true gentleman, an honorable patriot, a steady supporter of youth, and an honest and esteemed member of our Board. We will all miss him dearly.

Chair Handorf then 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: 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 providing an additional handout of Primary Property Tax Levy and Rates from other Districts in the state, requested at the May Board meeting.

Mr. Lucero asked for the net assessed value of each district. Interim Vice President Ellison responded that she could provide that information at the next meeting.

4.B. NPC Friends and Family – Director Wilson

No Report

4.C. Human Resources

Written Report.

4.D. NPC CASO

Written Report.

4.E. Faculty Association

No Report

4.F. NPC Student Government Association

No Report

Agenda Item 5: Consent Agenda

- A. **May 17, 2016 TNT Hearing Minutes**
- B. **May 17, 2016 Budget Hearing Minutes**
- C. **May 17, 2016 Special Board Meeting Minutes**
- D. **May 17, 2016 Regular Board Minutes**
- E. **Facilities Lease Agreement with City of St. Johns**
- F. **Dual Enrollment Intergovernmental Agreements** between Navajo County Community College District and Blue Ridge USD; Ganado USD; Heber-Overgaard USD; Holbrook USD; Joseph City USD; Show Low USD; Window Rock USD; Winslow USD.

Mr. Matteson asked for the removal of item F from the consent agenda for discussion, without opposition, and made a motion to approve the consent agenda as amended. Mr. Lucero seconded. The vote was unanimous in the affirmative.

Discussion of Consent Agenda Item 5.E. Facilities Lease Agreement with City of St. Johns

Mr. Matteson commented that the cost to lease the facility appeared high and asked if the lease with the City of St. Johns was for 9 or 12 months. Interim Vice President Ellison responded that it was for a 12 month lease and was a renewal of a current agreement with the same terms. Mr. Matteson asked for confirmation on the size of the facility. Interim Vice President Ellison responded that it was approximately 8000 square feet. Vice President Vest commented that it



was a large building with space for both Welding and Cosmetology classes and offices for instructors.

Mr. Lucero asked who had provided the improvements to the building so the college could instruct welding classes from it. Dean Belknap responded that she believed they had been completed by the owner of the building but with involvement from Welding faculty, but the work pre-dated her time as Dean. Dean Belknap also commented that the building was leased in partnership with NAVIT. Interim Vice President Ellison clarified that NAVIT pays 50% of the proportionate share, based on enrollment, of the lease amount of \$3400 per month.

Mr. Matteson made a motion to approve the Lease Agreement with the City of St. Johns. Mr. Lucero seconded. The vote was unanimous in the affirmative.

Agenda Item 6: Old Business

None.

Agenda Item 7: New Business

7.A. Request to Approve Resolution Calling for Election of DGB Members

Vice President Vest addressed the Board and reviewed the request to approve the Resolution Calling for Elections of DGB Members noting that the seats in District 2 and District 5 expire on December 31st 2016.

Mr. Matteson made a motion to approve the Resolution Calling for Election of DGB Members as presented. Mr. Lucero seconded. The vote was unanimous in the affirmative.

Mr. Matteson asked if the County Superintendent of Schools would fill the open position in District 2 before the election and if the Board was required to take any action. Vice President Vest stated that the precedent at the college was to fill the position regardless of the length of the term remaining and the Board did not need to take any action at this time.

7.B. Review of HLC Financial Ratios

Interim Vice President Ellison reviewed the HLC Financial Ratios with the Board noting the college has exceeded the benchmark set, for a number of years and that the college was in sound financial health.

7.C. Request to Approve Funding for Bales Avenue Improvements

Interim Vice President Ellison reviewed the request to Approve Funding for Bales Avenue Improvements with the Board stating that staff recommends approval in the budgeted amount not to exceed \$240,000.

Mr. Matteson asked if the contract would be administered by the City of Winslow. Interim Vice President Ellison confirmed that it would.



Mr. Matteson commented that Woodson was the City's contract engineer and asked if they had provided a cost estimate for the project. Interim Vice President Ellison responded that a preliminary estimate of costs, but this did not include additional items that each party might like to address during the project.

Mr. Lucero asked if the cost was expected to be split evenly. Interim Vice President Ellison responded that it was the goal but would again be dependent on specific needs that either party may have for the project.

*Mr. Matteson made a motion to approve the request to Approve Funding for Bales Avenue Improvements up to the budgeted amount of \$240,000 as presented. Mr. Lucero seconded. **The vote was unanimous in the affirmative.***

7.D. Scholarship Utilization Report

Vice President Vest reviewed the Scholarship Utilization Report with the Board commenting that, as anticipated, initial utilization of the College Bound scholarship was small but significantly increased in the second year while the Finish Line scholarship participation has dipped from initial utilization.

7.E. Request to Approve Jenzabar Annual Maintenance Contract

Director Way addressed the Board and reviewed the request to Approve Jenzabar Annual Maintenance Contract stating that staff recommends approval.

*Mr. Matteson made a motion to approve the Jenzabar Annual Maintenance Contract as presented. Mr. Lucero seconded. **The vote was unanimous in the affirmative.***

7.F. Request to Approve Purchase of WebEx and Spark VoIP Communications

Director Way reviewed the request to Approve Purchase of WebEx and Spark VoIP Communications stating that staff recommends approval.

Mr. Matteson commented that the college already had a VoIP system in place and asked what difference this system would make to the college. Director Way responded that this provides the software solution to go with the hardware already available and would provide improved communication and ease of access for a telepresence and video experience particularly in the classroom setting, also noting that this was a 5 year contract.

*Mr. Matteson made a motion to approve the Purchase of WebEx and Spark VoIP Communications as presented. Mr. Lucero seconded. **The vote was unanimous in the affirmative.***



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

At 10:37a.m. Mr. Matteson made a motion for the Board to go into Executive Session. Mr. Lucero seconded the motion. The motion passed unanimously.

At 10:44a.m. The Board moved back into regular session and adjourned from executive session upon a motion by Mr. Matteson, seconded by Mr. Lucero and a unanimous vote.

7.H. Possible Action on Personnel Matter

Mr. Matteson commented that the Board had reviewed an investigative report, from a third party, on the Personnel matter and now considered the matter closed with no further action required.

Agenda Item 8: Standing Business

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

Vice President Vest introduced Renell Heister who has accepted the position of Project Director of the TALON Grant noting that she would return at the August Board meeting with a report on the Memorandums of Agreement

Vice President Vest stated that SPASC met and discussed the input provided by the college, President and Board on strategic priorities and planned to update the college at convocation as well as present the next steps of the process and gather suggestions on how to proceed.

Chair Handorf asked when in August Convocation would take place. Vice President Vest responded it would be held on Monday, August 15th at the Performing Arts Center in the Silver Creek Campus.

Chair Handorf asked if the plan was to keep the current priorities, add on to the current priorities or move to a new set of priorities. Vice President Vest responded that they would continue with the implementation of the current two priorities and enter the planning phase for the next two priorities. If adequate progress was made on the current priorities, such as PASS, they could then move on to the next set.

8.B. Agenda Items/Informational Needs

Agenda Item 9: Board Report/Summary of Current Event

Chair Handorf mentioned that the family of Prescott Winslow had suggested making donations to Friends & Family in his honor and could do so on the Friends & Family website utilizing the comments section when making the donation.

Mr. Matteson suggested creating a specific scholarship in Mr. Winslow's name for all he has done for the college and particularly the students in Winslow. Vice President Vest commented that Betsyann Wilson, Director of Friends & Family, was aware of this and will be happy to discuss it with the Board at the August meeting.



Vice President Vest commented that the college closed the White Mountain Campus on Thursday due to the pre-evacuation notice from the Cedar Fire and reopened Monday. The college is monitoring the situation on a daily basis and, if conditions change, further decision will be made.

Director Way stated that Information Support staff, on Friday morning worked to hook up a generator to provide power to the tower in case power went down so communication was uninterrupted between emergency services.

Agenda Item 10: Announcement of Next Regular Meeting: Regular District Governing Board meeting on Tuesday, August 16, 2016.

Agenda Item 11: Adjournment

The meeting was adjourned at 10:57 p.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

