

Navajo County Community College District Governing Board Meeting Minutes

December 20, 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; Vice President Mark Vest; Director Phillip Way; Recording Secretary to the Board Paul Hempsey.

Others Present: Kim Reed; Everett Robinson; Betsyann Wilson; Jerry Handorf; Donna Krieser; Josh Rogers; Bill Fee; Jason LaBute; Amber Hill; Terrie Shevat; Peggy Belknap; Ryan Rademacher; David Huish; Linda Kor; Derrick Leslie; Jeremy Raisor.

Agenda Item 1: Call to Order and Pledge of Allegiance

Chair Handorf called the meeting to order at 10:00 a.m. and led the Pledge of Allegiance.

Agenda Item 2: Adoption of Agenda

President Swarhout commented that Interim Vice President Ellison was absent this morning and her topics would be covered by other members of the Executive team.

*Mr. Matteson moved to adopt the agenda as amended. Mr. Joe 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 Vest

Vice President Vest addressed the Board and reviewed the Financial Position report.

Mr. Matteson asked if the college knew why there was a significant dip in October Property Tax receipts. President Swarhout commented that there could be a number of reasons, such as recouping more in September than normal or late collections of taxes, but we could not be certain.

Mr. Lucero asked if the figures showed cumulative tax receipts. It was established that the figures showed monthly receipts.

4.B. NPC Friends and Family – Director Wilson

Director Wilson addressed the Board and reported that all the scholarship money for Fill the Gap and Leg up grants had been awarded, both for Fall 2016 and Spring 2017. The Val 153



scholarship check has been issued to Rhonda Krouse. The Marsha Smith Scholarship was awarded to Amber Shepherd for both Fall and Spring. The Summit/Frontier Nursing Scholarship will be awarded in the Spring Semester and this will be the final year of the award. Friends and Family anticipates it will award the Pres Winslow scholarship in the Spring semester as multiple applications have been received.

Director Wilson also provided a brief history of the donation the college received from the estate of Burley and Josephine Blunk and noted the remaining jewelry had been appraised and would be auctioned, with proceeds going towards a needs based scholarship for Pharmacology students.

Director Wilson noted the 2017 Golf Tournament has a commitment from Summit Healthcare for \$5000 and a car donated for a hole in one prize. Registrations will be made through active.com which was utilized very successfully for Pedal the Petrified in 2016. Director Wilson also reminded everyone that Arizona Gives day will be on April 4th, 2017 and she hoped NPC would again finish in a bonus money position.

Director Wilson mentioned the first edition of a bi-annual Newsletter was mailed to all Friends and Family contributors and thanked the Marketing Department for all their hard work.

Mr. Lucero asked how long the scholarships were awarded to students for. Director Wilson stated that the majority of the Friends and Family scholarships were offered for one semester with the exception of the Martia Smith and Nursing Scholarships which were for the full academic year.

Mr. Joe asked about the demographics of the recipients. Director Wilson responded that she did not have the exact information but would make it available at the next Board meeting.

Chair Handorf complimented Director Wilson on the job she is doing with Scholarships.

4.C. Faculty Association (FA) – Ryan Rademacher

Ryan Rademacher addressed the Board and provided a report from the Faculty Association.

Mr. Joe asked for information on the Faculty Association meeting dates. Ryan Rademacher stated he appreciated Mr. Joe's interest and would make sure he received an invite to the appropriate meeting.

4.D. Human Resources

Written Report.

4.E. NPC CASO

Written Report.

4.F. NPC Student Government Association

No Report.



Agenda Item 5: Consent Agenda

- A. November 15, 2016 Regular Board Minutes
- B. Intergovernmental Agreement between Navajo County Community College District and Hopi Junior/Senior High School

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. Request to Approve Purchase of Fleet Vehicles

Vice President Vest reviewed the request to purchase three vehicles for the NPC fleet, noting they are budgeted expense.

Mr. Lucero asked how old the oldest vehicle was. Director Huish commented the oldest vehicle was from 1992.

Mr. Matteson asked why no bids were received from local dealerships. Director Huish commented the college does request bids from local dealers but they never respond so the college usually goes with the state contract. Vice President Vest commented the college always tries to provide the opportunity to spend taxpayers' dollars within the county when we can.

Mr. Lucero made a motion to approve the Purchase of Fleet Vehicles as presented. Mr. Matteson seconded. The vote was unanimous in the affirmative.

7.B. Request to Approve VMWare Contract Renewal

Director Way addressed the Board and reviewed the Request to approve the renewal of a VMWare contract, stating staff recommends approval.

Mr. Lucero asked how long the contract would be for. Director Way stated this was an annual contract.

Mr. Matteson made a motion to approve the Contract Renewal for VMWare as presented. Mr. Lucero seconded. The vote was unanimous in the affirmative.

7.C. Request to Approve Desktop Lifecycle Replacement Purchase

Director Way reviewed the request for the Desktop Lifecycle Replacement Purchase stating the item was also budgeted and part of a standard schedule.

Mr. Matteson made a motion to approve the Purchase of Desktops for Lifecycle Replacement as presented. Mr. Lucero seconded. The vote was unanimous in the affirmative.



7.D. Request to Approve Content Management Solution Purchase

Director Way reviewed the request the purchase of a Content Management Solution, OnBase, with the Board noting staff recommends approval.

Mr. Matteson made a motion to approve the Content Management Solution Purchase as presented. Mr. Lucero seconded. The vote was unanimous in the affirmative.

7.E. Request to Approve Budget Assumptions and Guidelines

President Swarhout addressed the Board and reviewed the request to approve the Budget Assumptions and Guidelines commenting that there is no action on the actual budget today and staff was looking for approval for the Assumptions and Guidelines that were discussed in November and had not changed.

Mr. Matteson commented that in the past the college has offered a multiple year cycle for tuition increases, which allowed students to plan ahead, and wondered if the same would happen this year. President Swarhout commented that a final decision had not been made but hoped to provide another three-year cycle to the Board this year. Course fees will be assessed on the cost of replacement items and Deans had already begun work on them.

Mr. Matteson asked about the situation with the new minimum wage. President Swarhout commented the recent lawsuit against the rise was dismissed but another was expected. The college was making the assumption that FLSA and minimum wage increases would move forward as currently presented and would be in compliance.

Mr. Matteson also drew attention to the large increase in Eastern Arizona's expected tuition rate for 2017 and President Swarhout mentioned this was due to the elimination of tuition plateaus that most other community colleges had eliminated in previous years.

Mr. Matteson made a motion to approve the Budget Assumptions and Guidelines as presented. Mr. Lucero seconded. The vote was unanimous in the affirmative.

7.F. Request to Approve 2018 – 2019 Academic Calendar

Vice President Vest addressed the Board and presented the 2018 – 2019 Academic Calendar noting that the college approves the Academic Calendar two years in advance so our partners can plan ahead, and stated that staff recommends approval.

Mr. Matteson made a motion to approve the 2018 – 2019 Academic Calendar as presented. Mr. Lucero seconded. The vote was unanimous in the affirmative.

7.G. Update on Bales Avenue Improvements

Vice President Vest provided an update on the scheduled improvements to Bales Avenue in Winslow.



Director Huish mentioned that the City of Winslow is lead on this project and conducted the bid process and will also be managing the process. Director Huish also mentioned that this was not the best time of year to start this kind of project so much of the work will begin at a later date.

Mr. Lucero asked if the road would be built up any higher than it currently sits. Director Huish commented that there would not be a need to build it up much but there was the hope to avoid any water retention issues.

Mr. Matteson asked for information on McCauley Construction. Director Huish mentioned they were a local construction company in Winslow who had contracts within several counties in Arizona and an excellent reputation in the area.

Agenda Item 8: Standing Business

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

Vice President Vest stated that SPASC plans to provide a general overview to the college as a whole at the January Convocation as well as several in-depth breakout sessions. SPASC has completed an initial Enrollment Management inventory at the college providing a lot of information to be aggregated in the future, with the development of an Enrollment Management Plan likely to be delegated to a smaller team of SPASC members. The Transportation and Childcare committees continue to work on their assignments and look set to complete respective White Papers on time with recommendations for the college to assess.

8.B. President's Report

President Swarthout addressed the Board and stated the college had 13 students awarded a place on the All Arizona Academic Team this year and invited Board Members to attend the luncheon in their honor.

President Swarthout reminded the Board that Board elections will take place at the January meeting. Board Training will be scheduled for after the February Board meeting.

President Swarthout commented that she met with Sylvia Allen in Phoenix regarding the reauthorization of Prop 301 due in 2020 and will be meeting with Dawn Wallace, from the Governor's office, along with the Superintendents from Navajo and Apache County.

President Swarthout asked Mr. Matteson and Mr. Peaches to help with a presentation to outgoing Board Chair Handorf. Mr. Matteson and Mr. Peaches presented Chair Handorf with an Eagle statuette, Peterson Yazzie artwork and a lifetime pass to NPC performances at the Performing Arts Center noting it was a pleasure to work with her and they appreciated her leadership. Mr. Joe commented that although he had only been on the Board a short time but had already learned so much from Chair Handorf and hoped to be as good as she is, in time.

Chair Handorf mentioned that it has been an incredible privilege to serve on the Board and thanked everyone for the opportunity.



8.C. Agenda Items/Informational Needs

None.

Agenda Item 9: Board Report/Summary of Current Event

None.

Agenda Item 10: Announcement of Next Regular Meeting:

Regular District Governing Board meeting on Tuesday, January 17, 2016.

Agenda Item 11: Adjournment

The meeting was adjourned at 11:19p.m. upon a motion by Mr. , a second by Mr. , and a unanimous affirmative vote.

Respectfully submitted,



Paul Hempsey
Recording Secretary to the Board

APPROVED

