

Navajo County Community College District Governing Board Meeting Minutes

October 18, 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; Terrie Shevat; Ryan Rademacher; Stuart Bishop; David Huish; Bill Fee; Josh Rogers; Rickey Jackson; Peggy Belknap; Richard Dean; Jason LaBute; Jeremy Raisor; Beulah Bob-Pennypacker; Amber Hill; Vicki Bessinger; Linda Kor.

Agenda Item 1: Call to Order and Pledge of Allegiance

Chair Handorf called the meeting to order at 10:01 a.m. and 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.

4.B. NPC Friends and Family – Director Wilson

Director Wilson addressed the Board and stated Pedal the Petrified raised \$40,500.00 this year which will allow Friends and Family to fulfill all the Leg up and Fill the Gap scholarships for the upcoming year. Director Wilson has been offering classes to help students with their applications and essays for each scholarship and is hopeful to receive lots of interest.

Mr. Matteson asked how many students received a Friends and Family Scholarship last year. Director Wilson responded in the neighborhood of 45 were given out last year. Mr. Matteson asked how many were expected to be given out this year. Director Wilson stated that, due to the 40th Anniversary scholarship ending she would expect to give around 36 this coming year.



Chair Handorf asked about the Scholarship in Prescott Winslow's name. Director Wilson commented that there is approximately \$9,300.00 in the fund and that she had been in contact with Mr. Winslow's family regarding how to use the money. The possibility of a memorial service in Winslow may swell the funds further as will the sale of two Navajo rugs that were donated.

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

FA President Rademacher addressed the Board and stated the Faculty Association had forwarded changes for Procedure 2625, on Academic Misconduct, to Dr. Swarthout's office and have created a one page form for Faculty to complete and file with the Vice President of Learning and Student Services office.

FA met with Allison Landy, Chair of the Early Childhood Program, to discuss ways to encourage students to take a survey on Childcare needs and faculty members invited her into their classrooms to present the survey to students.

FA is still looking for ways to improve their relationship with the District Governing Board and had thought to invite members of the Board to attend an FA meeting in the future. Mr. Joe asked when the meetings take place. Ryan Rademacher responded the meetings take place on the first Friday of the month on the Video system.

4.D. Human Resources

Written Report.

4.E. NPC CASO

Written Report.

4.F. NPC Student Government Association

Written Report.

Chair Handorf commented that, although the meetings move faster with the written reports, it is nice to see each group occasionally for a verbal report. Dr. Swarthout commented that perhaps a quarterly in-person report could be arranged.

Agenda Item 5: Consent Agenda

- A. **September 20, 2016 Regular Board Minutes**
- B. **September 20, 2016 Executive Session Minutes**
- C. **June 16, 2015 Executive Session Minutes**
- D. **Intergovernmental Agreement between Navajo County Community College District and Northern Arizona Vocational Institute of Technology (NAVIT)**

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



Agenda Item 6: Old Business

None.

Agenda Item 7: New Business

7.A. Request to Approve the 2016-2017 Strategic Priorities

Vice President Vest addressed the Board and reviewed the request to approve the 2016-2017 Strategic Priorities stating staff recommends approval.

Mr. Matteson made a motion to approve the 2016-2017 Strategic Priorities as presented. Mr. Peaches seconded. The vote was unanimous in the affirmative.

7.B. Financial Audit NPC Friends & Family Report

Interim Vice President Ellison informed the Board that she would review both the Friends & Family Audit and the NATC audit together emphasizing both received clean audits.

Mr. Matteson asked if a Financial Planner was used to manage Friends and Family investment funds and how they were performing. Director Wilson stated Friends & Family use Edward Jones in Snowflake for financial planning as well as investment purposes and keep a close eye on the returns as it will effect whether the endowment scholarships are offered each semester.

7.C. Financial Audit Northeast Arizona Training Center (NATC) Report

Interim Vice President Ellison commented that the majority of assets in the NATC relate to the property as well as the equipment located at the facility. Vice President Vest commented that much of the loss noted in the NATC audit was mostly down to depreciation of the equipment.

Mr. Lucero asked what the membership fees at NATC were. Director Bishop responded that they vary depending on the size of the entity applying and range between \$750 and \$5000.

7.D. Bales Avenue Improvements Status Report

Interim Vice President Ellison provided a status report on the Bales Avenue Improvements project providing engineering drawings, a cost estimate, and timeframe for bidding and construction.

7.E. Arizona Women in Higher Education Conference Report

Vicki Bessinger addressed the Board and provided a report on the Arizona Women in Higher Education organization and the 2016 Conference noting that she, along with Donna Soseman from the Business Office, were asked to present at this year's conference.

7.F. Request to Approve SMARTNET Contract

Director Way addressed the Board and reviewed the request to approve the SMARTNET Contract noting this was an annual renewal of an existing service and a budgeted item with a cost of \$65,963.54, including tax.



Mr. Matteson asked if the college was satisfied with the service provided by Cisco. Director Way stated they were very satisfied.

*Mr. Matteson made a motion to approve the SMARTNET Contract for a cost of \$65,963.54 including tax. Mr. Lucero seconded. **The vote was unanimous in the affirmative.***

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

*At 10:43 a.m. Mr. Matteson made a motion for the Board to go into Executive Session. Mr. Lucero seconded the motion. **The motion passed unanimously.***

*At 10:52 a.m. The Board moved back into regular session and adjourned from executive session upon a motion by Mr. Lucero, seconded by Mr. Matteson **and a unanimous vote.***

7.H. Possible Action on Personnel Contract

*Mr. Matteson made a motion to accept the Resignation of President Swarthout, effective June 30th, 2018 asking Chair Handorf to prepare an official statement for release. Mr. Lucero 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 meets on Friday and will move forward with the approved Priorities. The committee will be looking at the current college mission statement and values and using it as a foundation for discussion on Enrollment Management. SPASC will look for input from the Board along the way and keep them up-to-date with their progress.

8.B. President's Report

President Swarthout addressed the Board and stated Governor Ducey has launched Achieve60 Arizona and NPC will need to be heavily involved, as will all Arizona Community Colleges if they intend to reach the targets. As part of Achieve60 Arizona the Community Colleges are reviewing Vision Statements, which they now have five years' worth of data at a college and state level, and AC4 will look closely at them during upcoming meetings.

President Swarthout has been appointed to the Arizona Commerce Authority as an Ex-Officio member due to her role as Chair of AC4.

Librarians from the Community Colleges have formed a statewide consortium for Community Colleges, Tribal Colleges, and Provisional Colleges, to save money on purchases of large databases. They will operate under AC4.

Preparations have begun for the Higher Learning Commission Conference next year and Dr. Swarthout extended an invitation for a Board member to attend.



8.C. Agenda Items/Informational Needs

Mr. Lucero asked for the information from the Board of Nursing regarding moving the program to a new location. Chair Handorf also asked for notes from the Board Retreat.

Agenda Item 9: Board Report/Summary of Current Event

Mr. Matteson stated he had the privilege of attending the dedication of the Veteran's Center at White Mountain Campus. While in attendance he noticed a number of cracks in the building and a strain gauge. Through the President he received a written report from David Huish outlining the issue. Mr. Matteson asked if funds were available to repair or replace buildings affected. President Swarthout commented that the issues were mostly at the White Mountain Campus and the college has been aware of them and does have the resources available to conduct repairs and if a building needs to be replaced it would come out of the building fund.

Mr. Matteson asked if there was a safety hazard associated with the movement of the buildings. President Swarthout responded that it has never been a safety hazard and recommended remediation has been followed. Mr. Matteson suggested the Board need to have a plan in place for either repair or replacement, whichever is recommended.

Agenda Item 10: Announcement of Next Regular Meeting:

Regular District Governing Board meeting on Tuesday, November 15, 2016.

Agenda Item 11: Adjournment

The meeting was adjourned at 11:14 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

