

# Navajo County Community College District Governing Board Meeting Minutes

March 21, 2017 – 10:00 a.m.  
Painted Desert Campus, Tiponi Community Center  
2251 East Navajo Boulevard, Holbrook, Arizona

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

**Governing Board Member Absent:** Mr. Derrick Leslie (arrived 10:23am).

**Staff Present:** President Jeanne Swarhout; Chief Business Officer (CBO) Maderia Ellison; Vice President Mark Vest; Chief Operations Officer (COO) Jason Foutz; Recording Secretary to the Board Paul Hempsey.

**Others Present:** Kim Reed; Everett Robinson; Ryan Rademacher; Ann Hess; Colleen Readell; Terrie Shevat; Peggy Belknap; Josh Rogers; Betsyann Wilson; David Huish; Stuart Bishop; Amber Hill; Bobbie Sample; Beulah Bob-Pennypacker; Rickey Jackson; Bill Fee; Jeremy Raisor; Eric Ritz; Nolan Madden; Linda Kor; Matt Weber.

## **Agenda Item 1: Call to Order and Pledge of Allegiance**

Chair Lucero called the meeting to order at 10:01 a.m. and led the Pledge of Allegiance.

## **Agenda Item 2: Adoption of Agenda**

*Mr. Matteson moved to adopt the agenda as presented. Mr. Peaches 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 – CBO President Ellison**

CBO 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 reviewed recent activities from Friends and Family, the reasons she gives to NPC Friends and Family, and noted Arizona Gives Day is on April 4<sup>th</sup> 2017.

Mr. Matteson noted that NPC Friends and Family finished in bonus money position last year and asked if there was a plan to make sure this happens again this year. Director Wilson stated that Summit Healthcare has offered donate \$5000 if Friends and Family can raise the same amount by noon on April 4<sup>th</sup>.



Chair Lucero asked how a student can apply for an NPC Friends and Family scholarship. Director Wilson provided her email address and noted the NPC website could also be utilized.

#### ***4.C. Faculty Association***

Ryan Rademacher addressed the Board and highlighted information from the Faculty Association written report. Ryan Rademacher stated that Janice Cortina, Faculty member in College and Career Preparation, was recently selected as nationwide runner-up for this year's Outstanding Teacher of the Year Award by the Coalition of Adult Basic Education (COABE).

Mr. Matteson asked if the Faculty Association found their meeting with the Board at the retreat helpful. Ryan Rademacher stated that Faculty had wanted to start building their relationship with Board members and this was a valuable step as well as receiving the questions and comments from Board members who attended. Mr. Matteson asked if Faculty would like to join a future retreat to which Ryan Rademacher responded with strong support for making it, at least, a yearly event.

#### ***4.D. Human Resources***

A written report was provided in the Board Packet. Chief Operations Officer Foutz introduced himself to the Board and answered questions.

#### ***4.E. NPC CASO***

No Report.

#### ***4.F. NPC Student Government Association***

No Report.

### **Agenda Item 5: Consent Agenda**

#### **A. March 21, 2017 Regular Board Minutes**

#### **B. Curriculum Modification:**

1. Program Modification - CIS AAS CAS CP Computer Information Systems, Cybersecurity, Network, PC Support, Web Development, and Graphic Design
2. Program Modification - HUS CP Residential Child-Youth Care
3. Program Modification - AAEC

*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**

#### ***6.A. Presidential Search***

Board member Matteson stated that there was a need to take action to start the process of a Presidential Search and outlined his suggestions and potential budget requirements.

Mr. Joe asked who would decide the final make-up of the committee. Mr. Matteson and Chair Lucero stated the Board would make the decisions.



Chair Lucero stated that a timeframe had been discussed at the Board Retreat that could be utilized. Mr. Leslie noted there was an amendment to one of the dates and Dr. Swarhout offered to bring the schedule and changes back to the Board.

Mr. Leslie asked if the Board decided to utilize a Search Firm or Search Firms, how the decision would be made to hire such a firm. President Swarhout noted that it would go through the normal bid process at the college.

Mr. Leslie asked if there should be a Student Representative on the Search Committee and all Board members agreed there should. President Swarhout commented that there may be difficulty selecting a student who would remain available throughout the entire search process and suggested a recent and still local Alumnus might be a good choice.

Mr. Joe asked where volunteers would send their information if they were interested in serving on the Hiring Committee. President Swarhout suggested it would be best to direct them to the President's office so the information can be passed along to the Board.

*Mr. Matteson made a motion to adopt the tentative schedule discussed at the Board Retreat, approve a budget not to exceed \$110,000, invite members of the public to volunteer for the Selection Committee, request that staff prepare a Presidential Job Description and prepare a draft of a Position Advertisement, and provide research to the Board on Search and Vetting firm options. Mr. Joe seconded. **The vote was unanimous in the affirmative.***

## **Agenda Item 7: New Business**

### **7.A. 2017-18 Introductory Budget Analysis**

CBO Ellison reviewed the Introductory Budget Analysis with the Board.

Mr. Matteson registered his surprise that revenues from Property Taxes would increase slightly this year and asked if there was information on what was happening at the Cholla Power Plant. President Swarhout commented that APS was not actively pursuing the closure and dismantle of remaining units until the 2018-19 fiscal year causing a brief hiatus from negative property tax revenues. Chair Lucero asked if there was an estimate on the loss the college would suffer once the Power Plant was to close. President Swarhout responded that the Arizona Tax Research Association (ATRA) was estimating \$1.6million. President Swarhout commented that the college should hopefully recoup some of the losses through equalization but, currently, the state budget was not approved and therefore figures in the College Budget were still not certain.

Chair Lucero asked if the college would be presenting a budget to prepare for the decreases in revenue expected. President Swarhout commented that staff hoped to present at least three options to the Board which will show reduced costs while trying to keep the service level to our students constant. Mr. Matteson mentioned that ultimately the Board would be making the final decision.



President Swarthout noted that there is discussion, in very early stages, to form a collaborative group of Counties and Community Colleges, who will be affected by negative new construction, to seek legislative help. Chair Lucero asked which Counties may be affected. President Swarthout commented that Apache County, Navajo County, Coconino County, Mohave County, possibly Graham County, could or have already been affected.

### ***7.B. Request to Approve 2017-18 Tuition and Fees***

CBO Ellison reviewed the request to Approve the 2017-18 Tuition and Fees noting staff were proposing another three-year schedule.

Mr. Matteson asked for further information on the Construction User Fee for Skills Center, to make sure that the college would not be in competition with local business. Dean Belknap responded that this fee came around after consultation with an advisory board, made up of local businesses, and to meet a community need. Chair Lucero commented that he would rather see a non-credit course established to take care of this need. Dean Belknap commented that she did not have any faculty available to teach a non-credit class currently.

Mr. Joe mentioned the Construction Advisory Board and asked if they supported this idea. Dean Belknap replied that it had been discussed with them and they had not voiced any concern for the plan.

Mr. Leslie asked what the insurance cost to the college might be. CBO Ellison responded that the college had Liability Insurance in place and were actually beginning the renewal process and did not have a quote for this type of activity.

*Mr. Matteson made a motion to table the Request for the new Construction User Fees for the Skills Center to a later date so further analysis and information can be provided. Mr. Peaches seconded. The vote was unanimous in the affirmative.*

*Mr. Matteson made a motion to approve the 2017-18 Tuition and Fees as amended. Mr. Peaches seconded. The motion passed with a majority vote.*

### ***7.C. Request to Approve 2017-2018 Wage and Salary Schedules***

CBO Ellison reviewed the Request to Approve 2017-2018 Wage and Salary Schedules noting there had been no changes to the information from February's presentation.

Chair Lucero commented that the Dental Insurance would no longer be covered for employees under the new schedule. CBO Ellison confirmed that it would become an optional addition that employees would have to pay for themselves.

Mr. Matteson confirmed that staff was recommending a 1.5% increase for contracted employees.

*Mr. Matteson made a motion to approve the Request to Approve the 2017-18 Wage and Salary Schedules as presented. Mr. Peaches seconded. The vote was unanimous in the affirmative.*



Chair Lucero called for a 10 minute recess.

**7.D. Request to Approve Tiponi Building Improvements**

CBO Ellison reviewed the Request to Approve Tiponi Building Improvements noting Director Huish was available to answer any questions the Board may have on any of the upcoming construction items.

*Mr. Matteson made a motion to approve the Request to Approve the Tiponi Building Improvements as presented. Mr. Joe seconded. The vote was unanimous in the affirmative.*

**7.E. Request to Approve Ponderosa Science Lab Remodel**

CBO Ellison reviewed the Request to Approve Ponderosa Science Lab Remodel.

*Mr. Matteson made a motion to approve the Request to Approve the Ponderosa Science Lab Remodel as presented. Mr. Peaches seconded. The vote was unanimous in the affirmative.*

**7.F. Request to Approve Tawa Center Planter Modifications**

CBO Ellison reviewed the Request to Approve Tawa Center Planter Modifications noting that the Board had two options to consider.

The Board discussed the options asking Director Huish a number of questions with regards to both proposals.

*Mr. Matteson made a motion to approve the Request to Approve the Tawa Center Planter Modifications without utilizing additional funds for a Petrified Wood base. Mr. Peaches seconded. The vote was unanimous in the affirmative.*

**7.G. Request to Approve Nizhoni Learning Center Skylight Canopy**

CBO reviewed the Request to Approve Nizhoni Learning Center Skylight.

*Mr. Matteson made a motion to Approve the Nizhoni Learning Center Skylight Canopy as presented, Mr. Peaches seconded. The vote was unanimous in the affirmative.*

**7.H. Request to Approve Improvements at Maintenance Shop**

CBO Ellison reviewed the Request to Approve Improvements at Maintenance Shop.

Chair Lucero asked if continued inspections were part of the quote. Director Huish responded that it was included in the proposal and included taking concrete and asphalt samples as well as inspecting depth of compaction.

Mr. Matteson asked if the Engineering costs were included in the bid. Director Huish commented that the engineering costs were not included in this bid as it was a separate line item in the Maintenance budget for Professional Fees.



*Mr. Matteson made a motion to Approve Improvements at Maintenance Shop as presented, Mr. Peaches seconded. The vote was unanimous in the affirmative.*

Director Huish also mentioned that improvements to Bales Avenue were at the paving stage and would hopefully be completed by Friday, which would make them ahead of schedule.

## **Agenda Item 8: Standing Business**

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

Vice President Vest addressed the Board and provided a report on current SPASC activities.

Vice President Vest invited Director Josh Rogers to report on the recent response from the Higher Learning Commission on the Quality Initiative. Director Rogers stated that a required update was submitted and feedback had been very positive.

President Swarthout commented that Accreditation was becoming more and more difficult but the college has a sterling reputation with the Higher Learning Commission and are in excellent shape, but have a lot of work still to complete.

Mr. Leslie asked what exactly the Board's role is during the accreditation process. Vice President Vest responded that the Board has a President who is a Peer Reviewer for the Commission and can provide members with information on their role as the Commission requires. President Swarthout offered to provide information on the criterion the college will be assessed on and the Board's role during the process. Vice President Vest also offered to provide Mr. Leslie with a guide that SPASC were using which was really tailored towards community colleges.

Mr. Joe commented that he would attend the Higher Learning Commission Annual meeting this year and it is a great opportunity for training.

### **8.B. President's Report**

President Swarthout addressed the Board and reported Pima Community College had sanctions removed by the Higher Learning Commission. President Swarthout invited Colleen Readel, Commencement Coordinator, to offer an invitation to the 43<sup>rd</sup> Annual Commencement Ceremony on Saturday, May 13<sup>th</sup>. Coordinator Readel noted a packet has been provided to each Board Member with all the information on Commencement.

Mr. Matteson asked who the Commencement Speaker would be this year. President Swarthout responded that the Commencement Speaker would be Dr. Maria Hesse who is Vice Provost for Academic Partnerships at Arizona State University.

President Swarthout noted that she would be on a Commission assignment during the Board meeting in April and Vice President Vest would take her role during the meeting.

### **8.C. Agenda Items/Informational Needs**

Mr. Joe asked for an expanded report on current Marketing activities and budgets.





**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, April 18, 2017.

**Agenda Item 11: Adjournment**

*The meeting was adjourned at 12:16 a.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

APPROVED

