

# Navajo County Community College District Governing Board Meeting Minutes

May 16, 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. James Matteson; Mr. Derrick Leslie.

**Governing Board Member Absent:** Mr. George Joe; Mr. Daniel Peaches.

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

**Others Present:** Kim Reed; Everett Robinson; Laura Parsons; Betsyann Wilson; Ann Hess; Jeremy Raisor; Peggy Belknap; Stuart Bishop; Randy Hoskins; Pat Lopez; Ryan Rademacher; Cara Joe-Dukepoo; Rickey Jackson; Bill Fee; Ed Gentry; Gail Campbell.

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

Chair Lucero called the meeting to order at 10:19 a.m. and led the Pledge of Allegiance.

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

*Mr. Matteson moved to adopt the agenda as presented. Mr. Leslie 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 Ellison***

CBO Ellison addressed the Board and reviewed the Financial Position Report.

### ***4.B. NPC Friends and Family – Director Wilson***

Director Wilson addressed the Board and reported on recent activities, successes, and upcoming events for Friends and Family. Director Wilson noted that the Golf Tournament generated \$10,600 and she has high hopes for the upcoming Disc Golf Tournament.

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

Ryan Rademacher addressed the Board introducing the incoming Faculty Association President, Pat Lopez, and highlighted information from the Faculty Association written report.



Mr. Matteson asked if the Faculty Association had identified Faculty to serve on the Presidential Search Committee. Ryan Rademacher commented that names of volunteers had been forwarded to the President's Office.

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

A written report was provided for the Board. President Swarthout noted that a number of the external openings had been filled since the posting of the materials.

Vice President Vest introduced Gail Campbell who is the new Associate Dean of Education and College and Career Prep.

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

Written Report.

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

No Report.

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

A. April 18, 2017 Regular Board Minutes

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

#### **Agenda Item 6: Old Business**

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

COO Foutz provided an update on the RFP for Firms to assist in the Presidential Search. Mr. Matteson asked if there had been any inquiries regarding the RFP. COO Foutz stated there had not but he expected most would arrive at the last moment.

President Swarthout provided some questions for the Board to consider on the make-up of the search committee and the Board provided some further direction.

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

##### **7.A. Request to Approve Faculty Emeritus Status - Janice Cortina and Dana Jolly**

*Mr. Matteson made a motion to approve Faculty Emeritus Status for Janice Cortina and Dana Jolly. Mr. Leslie seconded. The vote was unanimous in the affirmative.*

##### **7.B. Presentation of Meritorious and Emeritus Awards**

President Swarthout noted that the three awardees were unable to attend today's meeting.



### **7.C. Review of Higher Learning Commission (HLC) Financial Ratios**

CBO Ellison reviewed the HLC Financial Ratios with the Board.

### **7.D. Accept Strategic Planning Annual Report**

Vice President Vest addressed the Board and reviewed the Strategic Planning Annual Report.

Mr. Matteson asked if the Institutional Effectiveness Consultant had begun work. President Swarthout stated that she had started on May 1. Mr. Matteson asked if the Data Analyst position was filled. Associate Dean Campbell reported the position had to be reopened due to a weak applicant pool and reviews were starting on new applications submitted.

Mr. Matteson asked how the Transportation Committee was fairing. Vice President Vest reported that SPASC had received the requested White Paper from the committee as well as from the Childcare Committee but had not had a chance to review the Childcare paper yet. Mr. Matteson asked what the recommendation from the Transportation Committee was. Vice President Vest noted that the committee was asked to provide a number of options and had reported that there was a relatively small portion of students that had a significant issue with transportation. One option provided was re-designating scholarship money to assist these students. President Swarthout also noted that the City of Winslow had received a grant to assess transportation needs in the Winslow area and, although they are primarily looking at a connection with Flagstaff, the college should be looking to connect with them on a potential partnership.

*Mr. Matteson made a motion to accept the Strategic Planning Annual Report as presented. Mr. Leslie seconded. **The vote was unanimous in the affirmative.***

### **7.E. AADGB**

Chair Lucero stated he attended his first meeting of the Arizona Association of District Governing Boards (AADGB) and one topic discussed was starting a grass roots movement to increase funding for all Community Colleges.

President Swarthout noted that there would be a number of colleges that might struggle to pay for this type of effort and noted it does not look good coming from Community Colleges rather than from a public forum.

### **7.F. Request to Approve the Purchase of Router Equipment**

CIO Way addressed the Board and reviewed the request to approve the purchase of Router Equipment noting that it is a budgeted item and staff recommends approval.

*Mr. Matteson made a motion to accept the Purchase of Router Equipment as presented. Mr. Leslie seconded. **The vote was unanimous in the affirmative.***



**7.G. Request to Approve the Renewal of Jenzabar Contract**

CIO Way addressed the Board and reviewed the request to approve the renewal of the Jenzabar Contract for the 2017-18 fiscal year, noting that staff recommends approval.

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

**7.H. Request to Approve Purchase of Network Security Equipment**

CIO Way addressed the Board and reviewed the request to approve the purchase of Network Security Equipment noting that this request was made using funds that they had saved from reducing costs, through negotiations, on other purchases throughout the year.

*Mr. Matteson made a motion to approve the purchase of Network Security Equipment as presented. Mr. Leslie 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 addressed the Board and provided a report on current SPASC activities.

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

President Swarthout reported the June Arizona Community College Coordinating Council (AC4) meeting would take place in Winslow. The Arizona Women in Higher Education conference would take place in Flagstaff on June 1<sup>st</sup> and 2<sup>nd</sup> and President Swarthout would attend the AWHE Executive Board meeting on the evening prior to the start of the conference. Along with COO Foutz, President Swarthout will meet with lobbyists to discuss potential legislative approaches to the Property Tax losses the college will face.

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

Mr. Leslie asked for updated information on the Skills Center User Fee. President Swarthout commented that the Board did remove it from next year's fee schedule and additional information will be provided.

**Agenda Item 9: Board Report/Summary of Current Event**

President Swarthout thanked the Board members who attended Commencement. Mr. Matteson commented that Commencement was an excellent event and commended all who helped make it a special day, especially Colleen Readel.

**Agenda Item 10: Announcement of Next Regular Meeting:** Regular District Governing Board meeting on Tuesday, June 20, 2017.



**Agenda Item 11: Adjournment**

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

Respectfully submitted,



Paul Hempsey  
Recording Secretary to the Board

APPROVED

