

# Navajo County Community College District Governing Board Meeting Minutes

August 15, 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; Mr. Derrick Leslie.

**Governing Board Member Absent:**

**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; Betsyann Wilson; Peggy Belknap; Matt Weber; Ed Gentry; Linda Kor; Gail Campbell; Bill Fee; Pat Lopez.

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

Chair Lucero called the meeting to order at 10:00 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. 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 Ellison***

CBO Ellison addressed the Board and reviewed the Financial Position Report noting revenues for the 2016-17 year came in slightly above what was expected.

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

Director Wilson addressed the Board and stated the yearly audit of Friends and Family was complete and would be presented to the Friends and Family Board soon. Director Wilson also relayed the success of the first Disc Golf tournament at the weekend and will look forward to making this an annual event.

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

Pat Lopez addressed the Board and introduced herself as the new Faculty Association President before providing a brief report on Faculty Association events. Pat Lopez noted that, of eleven new Faculty hires, two were returning employees and many were current adjuncts, which speaks



highly of the college work environment. Faculty would also like to play a major role in implementation and revisions of the distance classroom environments.

Mr. Matteson asked if Pat Lopez would be part of the Presidential Search process. Pat Lopez responded that she was not part of the hiring committee but would look forward to providing feedback at any forums that were arranged.

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

A written report was provided for the Board.

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

No Report.

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

No Report.

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

- A. **June 20, 2017 Regular Board Meeting Minutes**
- B. **June 20, 2017 Executive Session 1 Minutes**
- C. **June 20, 2017 Executive Session 2 Minutes**
- D. **June 20, 2017 Executive Session 3 Minutes**
- E. **July 28, 2017 Special Board Meeting Minutes**
- F. **Dual Enrollment Intergovernmental Agreements** between Navajo County Community College District and Hopi Jr/Sr High School; Round Valley USD; St. Johns USD; Whiteriver USD; Window Rock USD.

*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***

COO Foutz provided an update on the Presidential Search process noting that a Special Board meeting was planned for later this morning to give the Board an opportunity to speak to the search firm hired to help the college.

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

##### ***7.A. Institutional Effectiveness Update***

Mark Vest addressed the Board and provided an update on Institutional Effectiveness at the college in Eva Putzova's absence.

Mr. Matteson asked how students could be encouraged to complete surveys. Mark Vest responded that a number of methods were tried, with a control group, and found the best response was received from building a link into the Moodle shell as an assignment.



Mr. Joe suggested that students could be stopped from taking their final exam before completing a survey. Mark Vest responded that it would indeed be an option but currently Moodle was not mandatory for faculty to use and could end up spoiling data where students put anything down just to move forward with their classwork. Dr. Swarhout noted that Eva Putzova was going to be looking at changes to the student survey for the college, potentially splitting it in two and offering on separate semesters.

### **7.B. Board Attendance Policy**

President Swarhout addressed the Board and stated, per a Board request at the June Board meeting, she had researched and was now presenting a draft of a Board policy on attendance.

Mr. Matteson noted that he had also researched the statutes concerned and had concluded that the policy encapsulates the responsibility and obligations of the Board to attend meetings and take action on absences.

*Mr. Matteson made a motion to approve the draft, with the word obligation rather than right, as presented. Mr. Peaches 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 highlighting information the college received at Convocation.

Mr. Matteson asked if there would be a new Chair from SPASC who will be reporting to the Board. Vice President Vest responded that he believed the President's intent was to have the committee elect their own chair, who would then report to the Board.

Mr. Leslie asked if some sort of process was in place to make sure the committee continues to function and if there was a timeframe discussed for changes to be implemented. President Swarhout mentioned that the committee would still be able to call upon any and all of the Administration and all shared governance still reports through the President. The Administrators would start the withdrawal process almost immediately and hope to be completely out by January.

Mr. Matteson asked about Transportation, in particular, as it related to the Winslow campus. Vice President Vest noted that students, from North and South of Winslow, would most likely utilize the new pilot programs to get to Winslow and then students from Winslow may need to utilize the options to make it to Holbrook for Welding or Mechatronics courses, so cars and vans may be both arriving and departing from that campus regularly.

Mr. Matteson asked if the Childcare partnership would provide a connection with the Early Childhood Development department. Vice President Vest responded that the college would bring curriculum and faculty expertise to the partnership and students would have opportunities to gain practical experience working with children. Chair Lucero asked if NPC faculty are fingerprinted.



Vice President Vest responded that they were not and, as they were providing oversight and teaching and not childcare, they were not required to be. Students in Healthcare, Law Enforcement, and Childcare courses were already required to be fingerprinted.

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

President Swarthout reported that there was some dissension within the Arizona Community College Coordinating Council with regard to the Legislative Agenda that they were working thorough and they would not have a Decision Package going to the Governor's Office.

### **8.C. Agenda Items/Informational Needs for Future Meetings**

Mr. Lucero asked when the options would come to the Board on the future of the college. President Swarthout commented that she hoped to have it on the October agenda.

Mr. Matteson asked for information on the Miami USD agreement. Vice President Vest noted that it was a standard Dual Enrollment agreement with a couple of minor amendments to ensure Navajo County funds were not being spent out of district.

Mr. Matteson asked if there was any move in Arizona to bring Four-year degrees to Community Colleges. President Swarthout noted that she had not heard of anything recently and it would require a Statutorial change.

Mr. Lucero asked for information on dues at the NATC.

President Swarthout asked Board members if they would like regular reports on Program Review summaries and from the Assessment of Student Learning Committee. The board agreed they would find it helpful.

### **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, September 19, 2017.

### **Agenda Item 11: Adjournment**

*The meeting was adjourned at 11:15 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

