

Navajo County Community College District Governing Board Meeting Minutes

September 19, 2017 – 10:00 a.m.
Painted Desert Campus, Tiponi Community Center
2251 East Navajo Boulevard, Holbrook, Arizona

Governing Board Member Present: Mr. Frank Lucero; Mr. James Matteson; Mr. George Joe; Mr. Derrick Leslie.

Governing Board Member Absent: Mr. Daniel Peaches.

Staff Present: President Jeanne Swarhout; Vice President Mark Vest; 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; Laura Parsons; Peggy Belknap; Pat Lopez; Amber Hill; Gail Campbell; Jeremy Raisor; Bill Fee.

Agenda Item 1: Call to Order and Pledge of Allegiance

Chair Lucero called the meeting to order at 10:00 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 – COO Foutz

President Swarhout noted that CBO Ellison could not be in attendance and asked COO Foutz to report on the Financial Position. COO Foutz addressed the Board and reviewed the Financial Position report noting that the college was where it expected to be for the year.

4.B. NPC Friends and Family – Director Wilson

Director Wilson addressed the Board and stated the Pedal the Petrified was a huge success with the expectation of over \$40,000.00 raised for student scholarships. The park has stated it would be open to hosting the ride twice a year. Director Wilson provided an update on scholarships including information on a new veteran's scholarship which was approved by the Friends and Family board at their last meeting and open to all branches of the military.

4.C. Faculty Association

Pat Lopez addressed the Board and noted that the college had met with the representatives from RH Perry on the Presidential Search process and faculty were well represented and happy that



they were heard and understood and will continue to help in any way they can. Moving forward the faculty are preparing for changes to the distance classroom environments and working closely with the I.S. department.

Mr. Matteson asked if Faculty were receiving the necessary training to utilize the technology available. Pat Lopez commented that they were and praised Dr. Wei Ma for the opportunities he provides for training.

4.D. Human Resources

A written report was provided for the Board.

Mr. Matteson commented that a future President may elect to change the structure of the college Administration and asked if an action plan was prepared. President Swarthout stated that there was not currently a plan.

Mr. Joe asked what Mechatronics is. President Swarthout commented that a simpler name would be robotics. Vice President Vest noted some institutions would call it Computer Assisted Manufacturing.

4.E. NPC CASO

Written Report.

Mr. Lucero asked if the funds raised by CASO were passed along to Friends and Family for disbursement. President Swarthout responded that CASO were responsible for their own money.

4.F. NPC Student Government Association

Written Report.

Agenda Item 5: Consent Agenda

- A. **August 15, 2017 Regular Board Meeting Minutes**
- B. **August 15, 2017 Special Board Meeting Minutes**
- C. **Dual Enrollment Intergovernmental Agreements** between Navajo County Community College District and Red Mesa USD; Show Low USD; Winslow USD.
- D. **2016 - 2017 Intergovernmental Agreement** between Navajo County Community College District and NATIVE.
- E. **2017 - 2018 Intergovernmental Agreement** between Navajo County Community College District and NATIVE.
- F. **Policy 1107**

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 commented that the Presidential Profile had been provided by RH Perry, reviewed and commented on by concerned parties, and returned to the search firm to make edits and it is expected back quickly.

COO Foutz asked the Board to ratify the Search Committees appointment of Bill Jeffers as Chair of the committee. He was nominated during their first meeting. Mr. Joe asked who Mr. Jeffers was. COO Foutz provided a brief biography.

*Mr. Matteson and made a motion to approve the appointment of Mr. Bill Jeffers as Chair of the Presidential Search Committee. Mr. Leslie seconded. **The vote was unanimous in the affirmative.***

COO Foutz also asked the Board to confirm the location for the President's office and the salary range, and benefits, for the search firm profile. After discussion the Board's general consensus was to keep the President's office in Holbrook. The Board discussed a salary range of \$150,000 - \$200,000 but asked for the search firm, RH Perry, to weigh in on salary and benefits. Mr. Matteson asked if there would be a requirement that the new President live in Holbrook as well. President Swarthout suggested that the Board could require that they live within Navajo County but could not legally require a specific city.

Agenda Item 7: New Business

7.A. Request to Approve Mission, Vision, Values

President Swarthout addressed the Board and reviewed the request to approve the college's Mission, Vision, and Values statements noting that it had been thoroughly vetted and commented on by all areas of the college.

*Mr. Matteson made a motion to approve the Mission, Vision, and Values as presented. Mr. Joe seconded. **The vote was unanimous in the affirmative.***

7.B. Request to Approve College Seal(s)

President Swarthout reviewed the request to approve the college official seal and a seal/logo for marketing purposes.

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



7.C. Request to Approve Budget Development Calendar

President Swarthout reviewed the Budget Development Calendar with the Board and noted staff recommends approval.

Mr. Joe made a motion to approve the Budget Development Calendar as presented. Mr. Matteson seconded. The vote was unanimous in the affirmative.

7.D. Request to Approve Smartnet Contract Renewal

CIO Way addressed the Board and reviewed the request to approve the renewal of the existing Smartnet Contract.

Mr. Matteson made a motion to approve the renewal of the Smartnet Contract as presented. Mr. Joe 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 the accreditation efforts currently being undertaken and the multi-location visit by an HLC representative next month.

Mr. Matteson asked what the future of TALON would be. Vice President Vest responded that a group from the college would be present at the Superintendent's meeting this week and hope to open discussion on a Distance Learning Consortium for when the grant ends in two and half years. The Board, President Swarthout, Vice President Vest, and CIO Way entered into a discussion on the opportunities and challenges that revolve around the continuation of the TALON project.

8.B. President's Report

President Swarthout commented that the annual GISS conference was coming up and asked if any Board Member had an interest in attending noting that, historically, they have not chosen to attend. No Board members had an interest in attending this year.

President Swarthout also asked for the Board to consider dates for a Fall retreat. The Board members agreed to hold the retreat immediately following the October Board Meeting.

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

Mr. Matteson asked to see the Presidential Profile Brochure at the next meeting.

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, October 17, 2017.



Agenda Item 11: Adjournment

The meeting was adjourned at 11:35 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

