

Navajo County Community College District Governing Board Meeting Minutes

October 17, 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. Daniel Peaches; Mr. Derrick Leslie.

Governing Board Member Present by Phone: George Joe.

Governing Board Member Absent:

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

Others Present: Kim Reed; Everett Robinson; Stuart Bishop; Terrie Shevat; Laura Parsons; Nicole Ulibarri; Pat Lopez; Rickey Jackson; Peggy Belknap; Amber Hill; Betsy Wilson; Ann Hess; Bencita Bowman; Jeremy Raisor; Ed Gentry.

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 – CBO Ellison

CBO Ellison addressed the Board and reviewed the Financial Position report noting that it is not unusual to see expenses outpacing revenue at this point of the year.

4.B. NPC Friends and Family – Director Wilson

Director Wilson addressed the Board and provided an update on ongoing scholarships and highlighted two new scholarships approved by the Friends and Family Board.

Mr. Leslie asked where students can get information on Friends and Family Scholarships. Director Wilson responded that information was available with Academic Advisors as well as on the NPC website. Director Wilson also noted that students can email her with any questions and she is always willing to assist with essay writing for any scholarship.



4.C. Faculty Association

Pat Lopez addressed the Board and noted current activities within the Faculty Association and highlighted some of the extra-curricular activities faculty are participating in this semester.

Mr. Matteson commented that the information on extra-curricular activities was fascinating and should be made public knowledge.

4.D. Human Resources

Written report.

Chair Lucero asked about the Director of Human Resources position. President Swarthout noted that we had a verbal acceptance from a candidate but would not be specific until a signed contract was received.

Mr. Leslie asked why reposting was necessary for some positions. President Swarthout noted that all fell into the Information Services area which we find hard to get qualified applicants for. Positions like this will be pulled down and refreshed in the hope of receiving more, qualified, applicants.

4.E. NPC CASO

Written report.

4.F. NPC Student Government Association

Written report.

Agenda Item 5: Consent Agenda

A. September 19, 2017 Regular Board Meeting 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 addressed the Board and presented the expected Presidential Transition team to welcome and assist the new President coming into the college.

Mr. Matteson asked how and why the listed employees were selected. President Swarthout responded that she looked for, and selected, a variety of people from different campuses and areas of the college, some who have been with the college for a short period and others that have been with the college longer.

Mr. Leslie asked which locations were represented. Dr. Swarthout listed the locations each employee worked at currently. Mr. Leslie asked who amongst them would have worked with



Native American needs. President Swarthout and COO Foutz mentioned the work and travel that Gail Campbell does in Native American Communities as an example.

*Mr. Matteson made a motion to approve the appointment of the Presidential Transition Team as presented. Mr. Joe seconded. **The vote was approved with a majority vote. Mr. Leslie opposed.***

COO Foutz also provided an update of activity regarding the Presidential Search process.

Chair Lucero asked what dates the semi-finalist interviews are hoping to be scheduled on. COO Foutz noted the weeks of the 4th and 11th of December were being considered but both had issues attached to them. Mr. Matteson noted that there were options to complete distance interviews utilizing college technology.

Agenda Item 7: New Business

7.A. Extension of IE Consulting Agreement

President Swarthout addressed the Board and reviewed the request to extend the Consulting Agreement with Eva Putzova of GeoDriven. President Swarthout noted that significant progress had been made but the college has come to the realization that much more is required. While this was not in the budget money is available from Prop 301 funds.

Mr. Matteson asked how the new data analyst was performing. President Swarthout noted the new analyst has very specific tasks but the teamwork between both analysts was incredible.

*Mr. Matteson made a motion to approve the Extension of IE Consulting Agreement as presented. Mr. Leslie seconded. **The vote was unanimous in the affirmative.***

7.B. Board Evaluation

President Swarthout noted that she was providing fair warning to Board Members of the Board self-evaluation that will take place in December per procedure.

7.C. AZ Community Colleges 2017 Strategic Vision Outcomes Report

President Swarthout reviewed the Strategic Vision Outcomes report offering to answer any questions.

Mr. Matteson and Chair Lucero commented that having read all the reports he felt a member of the public would not be able to glean any valuable information from the document. President Swarthout stated that there is an effort underway to narrow the report down to three or four metrics that really matter and can easily be presented.

Mr. Lucero asked if the state tracked the amount of money spent on remediation. President Swarthout commented that each community college would be able to pull their data and if asked it could be aggregated for the state.



Mark Vest noted that, for university transfers, full-time students are more likely to be successful than part-time students but mentioned that the two largest community college districts also had the two largest universities next door and therefore would drive the figures in the state report. Mr. Lucero asked what the difference in completion rates were between full-time and part-time students. Vice President Vest noted that he would need to bring numbers back but, when pressed, offered the suggestion of 20 - 25 percentile points as the potential difference.

7.D. Friends and Family Audit

CBO Ellison reviewed the Friends and Family Audit with the Board noting this was an annual occurrence and no issues were found.

7.E. NATC Audit

CBO Ellison reviewed the NATC Audit with the Board noting that the same auditor was used and no issues were found.

Mr. Matteson asked if the entities that committed to using the NATC facilities but then did not submit payment were still using facilities. COO Foutz responded that the entity would be unable to utilize the facilities till they were fully caught up with dues. Mr. Lucero asked why some entities pay more than others. Stuart Bishop responded that the size of the department would drive the cost. Larger departments with more staff would be charged more for usage. Mr. Lucero and Stuart Bishop discussed the fee structure and cutoff points.

Mr. Lucero mentioned that he would like to see a review of the fees being charged.

7.F. IGA Between NCESA and Northland Pioneer College

COO Foutz reviewed the IGA between Navajo County Education Service Agency and Northland Pioneer College noting it comes from STEM grant funds.

*Mr. Matteson made a motion to approve the IGA between Navajo County Education Service Agency and Northland Pioneer College as presented. Mr. Leslie seconded. **The vote was unanimous in the affirmative.***

7.G. Strategic Planning and Accreditation Biannual Report

Vice President Vest addressed the Board and reviewed the report from the Strategic Planning and Accreditation Steering Committee highlighting the efforts towards mitigating transportation and childcare needs of students for Mr. Matteson. Mr. Matteson mentioned that a Request for Proposals might go a long way at staving off complaints about which location is chosen for a trial for Childcare.

Mr. Lucero asked how money from the Transportation scholarship will be issued and tracked. Vice President Vest responded that the college was looking at issuing funds monthly and tracking whether the student was still enrolled but no matter what methods we use the results will most likely be seen at the end of the semester when full data is available. Mr. Lucero asked if the student would have to pay back the funds if they fail the course. Vice President Vest responded that this was not an option currently but could be something that is implemented at a later date.



Agenda Item 8: Standing Business

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

Vice President Vest reported out in New Business.

8.B. President's Report

President Swarthout commented that the White Mountain Leadership Academy was coming up in November and she would once again be in charge but noted that she received great cooperation from Superintendents. President Swarthout also noted potential meetings with Senator Sylvia Allen and Apache County Higher Education as well as the usual AC4 monthly meeting. Concerns have been raised by the rural community colleges about the direction AC4 seemed to be going that could significantly raise dues.

President Swarthout also reminded members of the Board that a representative of the Higher Learning Commission would conduct a multi-location visit on October 24th and 25th which was a regular occurrence and she had no concerns for the visit.

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

Mr. Lucero asked for a meeting with the NATC Board regarding fees that are being charged for usage of the facilities.

Mr. Lucero asked for information on how much the college spends on the NATC facility.

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, November 21, 2017.

Agenda Item 11: Adjournment

The meeting was adjourned at 11:53 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

