

Navajo County Community College District Governing Board Meeting Minutes

January 16, 2018 – 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; Mr. George Joe.

Governing Board Member Present by Phone:

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 Terrie Shevat.

Others Present: Kim Reed; Everett Robinson; Diana Hutchison; Ann Hess; Betsy Wilson; Mike Solomonson; Pat Lopez; Amber Hill, Jeremy Raisor; Josh Rogers; Peggy Belknap; Ricky Jackson; Chris Roediger; Gail Campbell; David Glennon; Jay Zsorey.

Agenda Item 1: Call to Order and Pledge of Allegiance

Chair Lucero called the meeting to order at 10:00a.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: Election of Board Officers

*Mr. Matteson nominated Mr. Lucero to remain as Chair. Mr. Peaches seconded. **The vote was unanimous in the affirmative.***

*Mr. Matteson nominated Mr. Peaches to remain as Secretary. Mr. Peaches seconded. **The vote was unanimous in the affirmative.***

*Mr. Matteson nominated Mr. Lucero to remain as the Arizona Association of District Governing Boards (AADGB) Representative. Mr. Peaches seconded. **The vote was unanimous in the affirmative.***

Agenda Item 4: Call for public Comment

None



Agenda Item 5: Reports

5.A. Financial Position

CBO Ellison reviewed the financial position report with the Board noting that on a year-to-date, or cumulative basis, college property tax revenue is in line with where it is expected to be.

5.B. NPC Friends and Family

Director Wilson addressed the Board and reviewed information on scholarships and outcomes on scholarship recipients, noting the total number of students receiving awards since 2014 increased from 132 to 155 in spring, and from 98 to 111 in fall. Director Wilson also reported on the Pres Winslow Memorial Scholarship fund. She mentioned with the receipt of the \$50,000 grant from the Smart Family Foundation, the sale of the Navajo rug, and other donations received in 2017, NPC Friends and Family established their second largest endowment with the Pres Winslow Memorial Scholarship fund totaling just over \$71,000.

Mr. Matteson asked how many scholarships are available to our students each year. Director Wilson responded over 300 scholarships can be found on the college website at www.NPC.edu/scholarships.

5.C. Faculty Association

Pat Lopez addressed the Board and discussed Instructional Council (IC) and the help IC receives from its subcommittees. She noted the Assessment of Student Knowledge (ASK) is a subcommittee for IC which has a systematic approach to assess whether students understand the broad learning objectives for a course. Pat Lopez introduced Dr. Mike Solomonson, Chair of the Assessment of Student Knowledge Subcommittee and Faculty in Speech and Theatre, who was present to discuss the assessment process.

Dr. Mike Solomonson provided Board members with a handout on the assessment process and explained that the process is not only aimed at ensuring student learning, but is also a key component of NPC's continued accreditation by the Higher Learning Commission. Dr. Mike Solomonson reviewed the three phases for the overall assessment process, NPC's general assessment model, and student learning outcomes. Dr. Mike Solomonson also presented the Board with a brochure of the Performing Arts Center Events Calendar for Spring 2018.

Mr. Leslie asked how the assessment process captures the student perspective or student input and how diversity is addressed in the process. Dr. Mike Solomonson stated it depends on the tool and noted that in the Humanities area a critique is used which is administered to the students as a written assignment at some point during the semester. Dr. Mike Solomonson explained how diversity is addressed in the assessment process, noting that diversity may be addressed either culturally or through the natural environment.

5.D. Human Resources

Written Report

5.E. NPC CASO

Written Report



5.F. NPC Student Government Association
No Report

Agenda Item 6: Consent Agenda

- A. **December 19, 2017 Regular Board Minutes**
- B. **December 19, 2017 Work Session Minutes**
- C. **Policies 1300 through 1595**

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

Agenda Item 7: Old Business

7.A. Presidential Search

COO Foutz provided an update on activities regarding the Presidential Search process noting the Presidential Search Committee has completed interviews for all semifinalists. COO Foutz stated the search committee has deliberated on the candidates and will announce the finalists in the next few days. COO Foutz mentioned the interview dates for the finalists have been moved from the week of January 29 to the week of February 5. The decision to lengthen the interview dates by a week was to provide sufficient time for the search committee to make recommendations on the finalists and to allow the search firm to complete their due diligence.

Agenda Item 8: New Business

8.A. Review and Accept Financial and Single Year Audits

CBO Ellison addressed the Board and stated staff recommends the acceptance of the Financial and Single Year Audits and introduced members of the State Auditing team who were present to discuss the audit process and review their findings.

Jay Zsorey, Financial Audit Director with the Office of the Auditor General, gave a brief presentation about the financial statements and single audit results. Mr. Zsorey stated that Northland Pioneer College was, again, the first community college in the state of Arizona to issue both the single audit and financial statements. Mr. Zsorey mentioned the financial statements presented to the Auditor General's office were found to be accurate and the college received unmodified opinions, or clean opinions, noting this is the best opinion you can get. He also stated no findings were found related to the administration of the student Financial Aid programs. Mr. Zsorey noted there were findings related to Information Technology (IT) and explained to the Board that their audit processes change as the world of information technology continues to evolve at a rapid pace.

David Glennon, Financial Audit Manager, addressed the Board and reviewed the audit findings. Mr. Glennon reported they had no prior year findings to follow up on. Mr. Glennon stated there were no findings over their federal compliance work. Mr. Glennon reported on four IT related findings. Mr. Glennon stated the first IT finding is associated with the risk assessment process, noting they recommend the district conduct an IT risk assessment annually. The remaining three IT findings were in the area of access controls over the network, configuration or change



management, and IT security. He noted these findings centered on improving policies and procedures.

Mr. Matteson questioned if the controls within the college are in the process of being updated. Mr. Glennon stated that was correct. Mr. Matteson extended thanks to the auditors for their hard work in identifying the need for better controls and credited CIO Way for his work on the matter and to the organization for their sensitivity regarding the issue.

Mr. Joe asked why the college has numerous findings in the IT area this year if there were no findings last year. Mr. Glennon stated the Auditor General's Office performed a lot of additional work this year over IT controls, noting they modified their audit plans and procedures based on what is happening now in regards to IT related threats and attacks. Mr. Zsorey stated they are adapting as technology continues to change in the regulatory environment. CBO Ellison added that each year the auditors and the college take a look at risks. She noted risk assessment helps to determine what areas the auditors are going to focus on, taking into consideration the regulatory requirements, compliance changes, law changes, and personnel changes, which are all evaluated as the audit plan is determined.

Mr. Matteson commented that one of the findings relates to the District seeking to hire a Security Coordinator for the past year and the position is currently still vacant. Mr. Matteson asked if this type of position is difficult to fill. CIO Way stated IT security professionals are one of the most sought out professionals in the information systems world and noted it is not a matter of location but rather a lack of resources for IT security professionals.

Mr. Leslie asked if one or more of the findings directly relate to the position vacancy. CIO Way stated no, and explained that hiring a security professional would be a tremendous benefit for the college; however, it would not stop our progress with evaluating and maintaining our security posture. CBO Ellison added that the controls we have in place are solid, noting the college just needs to do even better in the future as this area progresses.

Mr. Peaches asked if the auditors should report annually or quarterly. Mr. Zsorey explained the process, noting they follow up on all of the findings and report out to the Board annually.

CBO Ellison extended thanks to the Office of the Auditor General, the NPC Business Office, Financial Aid and IT staff for their work on the annual audit. Mr. Glennon and Mr. Zorey joined CBO Ellison in extending thanks to Dr. Swarthout for her participation in the entrance meeting, exit meeting and other periodic audit meetings throughout the audit cycle.

*Mr. Matteson made a motion to accept the Financial and Single Year Audits as presented. Mr. Joe seconded the motion. **The motion passed with a unanimous vote.***

8.B. Federal Compliance

Director Raisor addressed the Board and provided a brief update on the Federal Compliance report, noting the college is in full compliance with federal regulations.



Mr. Lucero asked if lead time is given when federal requirements change. Director Raisor stated depending on the nature of the change, adequate lead time is typically given.

Mr. Joe asked if the Board will review the federal compliance argument. Dr. Swarthout responded yes, and noted the Board will have the chance to review the entire assurance argument.

8.C. Request to Approve Hearing Officers

President Swarthout addressed the Board and stated that the college asks the Board to approve a list of external Hearing Officers each year.

*Mr. Matteson made a motion to approve the list of Hearing Officers as presented. Mr. Peaches seconded the motion. **The motion passed with a unanimous vote.***

8.D. Request to Approve Renewal of VMWare Annual Contract

CIO Way addressed the Board and reviewed the request to approve the Renewal of the VMWare Annual Contract for a total cost of \$67,659.58 including sales tax.

Mr. Lucero asked for the time period of the annual contract. CIO Way responded the annual contract is from July 1, 2018 through June 30, 2019.

*Mr. Matteson made a motion to approve the Renewal of the VMWare Annual Contract in the amount of \$67,659.58 including sales tax. Mr. Peaches seconded the motion. **The motion passed with a unanimous vote.***

8.E. Request to Approve Purchase of Cisco Telepresence Solution

CIO Way reviewed the request to approve the purchase of Cisco Telepresence Solution stating this is to provide equipment hardware and licensing from CDW-G for a price of \$411,908.17 including sales tax. CIO Way noted this purchase is part of the entire renovation within the proposals for this year and the next two years to renovate the college systems.

Mr. Lucero asked for the time period of the contract. CIO Way stated the contract is only to purchase hardware and is a one-time purchase replacement cycle.

*Mr. Peaches made a motion to approve the Purchase of Cisco Telepresence Solution as presented. Mr. Matteson seconded the motion. **The motion passed with a unanimous vote.***

8.F. Request to Approve Purchase of Cisco Meeting Server

CIO Way reviewed the request to approve the purchase of Cisco Meeting Server (CMS) stating that staff recommends approval for the purchase the CMS solution from CDW-G for a price of \$171,146.20 including sales tax. CIO Way mentioned this purchase will support all 45 endpoints at the end of the three-year contract and is a one-time purchase.

Mr. Lucero asked about the time period for the licensing. CIO Way stated the licensing is a renewal based on annual performance and is part of the three-year proposal.



*Mr. Matteson made a motion to approve the Purchase of Cisco Meeting Server for \$171,146.20 as presented. Mr. Leslie seconded the motion. **The motion passed with a unanimous vote.***

8.G. Request for Board Member Interest and Travel Budget for 2018 HLC Annual Conference

President Swarthout addressed the Board and stated the college received a request from Board member, Mr. Derrick Leslie, to attend the 2018 Higher Learning Commission (HLC) annual meeting. President Swarthout stated the college asks the Board to approve a travel budget not to exceed \$2,500 for Mr. Leslie to attend the conference.

*Mr. Joe made a motion to approve a travel budget not to exceed \$2,500 for Board member, Mr. Derrick Leslie, to attend the 2018 HLC annual meeting as presented. Mr. Peaches seconded the motion. **The motion passed with a unanimous vote.***

Agenda Item 9: Standing Business

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

Vice President Vest addressed the Board and stated that SPASC has not met since the last Board meeting and noted there is no report. Vice President Vest mentioned the Enrollment Management Committee is meeting on Friday to review recommendations from the various members to move a set of recommendations forward to Strategic Planning for next steps.

9.B. President's Report

President Swarthout stated the Governor's Budget was provided on Friday afternoon, noting it was pretty much what we expected. The Governor's Budget was sent to the College and to the Board. President Swarthout also mentioned the Board was updated in writing on the AC4 meeting with some of the remaining legislative issues.

President Swarthout remarked on the first bill tracking of the year and noted she will be sending this out weekly to the Board and to the College. She reminded the Board that the bill tracking is early and she expects the relatively short document will expand considerably by the time bill closure takes place.

9.C. Agenda Items/Informational Needs

None

Agenda Item 10: Board Report/Summary of Current Event

None

Agenda Item 11: Announcement of Next Regular Meeting: Regular District Governing Board meeting February 20, 2018.

Agenda Item 12: Adjournment

The meeting was adjourned at 11:36 a.m. upon a motion by Mr. Matteson, a second by Mr. Peaches, and a unanimous affirmative vote.



Respectfully submitted,



Terrie Shevat
Recording Secretary to the Board

APPROVED

