

Navajo County Community College District Governing Board Meeting Minutes

February 20, 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. Derrick Leslie.

Governing Board Member Present by Phone: Mr. George Joe.

Governing Board Member Absent: Mr. Daniel Peaches

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

Others Present: Kim Reed; Everett Robinson (by phone); Diana Hutchinson; Peggy Belknap; Betsyann Wilson; Kevin Jones; Pat Lopez; Rich Harris; David Huish; Josh Rogers; Christine Roediger; Allison Landy; Olivia Jaquez; Eric Henderson; Jeremy Raisor; Amber Hill; Matt Weber.

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 – Interim Vice President Ellison

CBO Ellison addressed the Board and reviewed the Financial Position Report noting the college was on track with expected revenues for the year.

4.B. NPC Friends and Family – Director Wilson

Director Wilson addressed the Board and provided an update on recent Friends and Family activities highlighting Arizona Gives Day which is coming up on April 3rd. Director Wilson also highlighted the impact Friends and Family Scholarships have in Navajo and Apache County.



4.C. Faculty Association

Pat Lopez addressed the Board and discussed recent activities from the Faculty Association noting the recent conclusion of a survey for faculty to provide their input on the Presidential search. Pat Lopez then introduced Dr. Allison Landy, chair of the Early Childhood Education program, to provide information on the significant changes to the department and program.

Mr. Leslie asked how the department was addressing a, perceived, lack of availability of staff within the communities. Dr Landy responded that she was attending a number of meetings with partners in the community, including First Things First, and was working hard to spread the news of changes within the department. Dr. Landy also stated she was coordinating with the Academic Advisors to make sure they had the correct information to provide to anyone who asks.

4.D. Human Resources

Written Report.

4.E. NPC CASO

Written Report.

4.F. NPC Student Government Association

Written Report.

Agenda Item 5: Consent Agenda

- A. **January 16, 2018 Regular Board Minutes**
- B. **January 16, 2018 Work Session Minutes**
- C. **Minutes from Special Meetings on February 2, 6, and 8, 2018**
- D. **Minutes from Executive Session Meetings on February 2, 6, and 8, 2018**
- E. **Policies 1710 through 1962**
- F. **Curriculum Modification:**
 1. Program Modification – ABUS, BUS - AAS, CAS, CP Accounting, Management & Leadership, Medical Office, Modern Office

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

None.

Agenda Item 7: New Business

7.A. Proactive Advising for Student Success (PASS) Report

Director Rogers addressed the Board and provided a brief history of the PASS project and updates on recent activities and successes.

Mr. Matteson noted that a major complaint at larger institutions was the Academic Advising and asked if NPC had one-on-one advising for incoming students. Director Rogers note that the



college has professional advisors at each location who are available to help any student. Vice President Vest noted that PASS was also working to provide faculty advisors, who are experts in their field, to assist with specific program questions. Mr. Matteson asked how the college would prove to the Higher Learning Commission that the advising is working. Vice President Vest noted that the retention rate for the college had gone up by 2 and half percentile points, which is a significant increase for retention, and students attaining certificates and degrees had almost doubled. Mr. Matteson challenged Director Rogers to come back with proof that advising at the college was working. Dr. Swarthout commented that a four-year college will have so many courses that one academic advisor could not possibly be an expert in every one. Community colleges, with limited courses, can use a different model.

Mr. Matteson asked how emerging technologies could assist with the onboarding of students. CIO Way noted that he and Josh were in close contact and always looking for ways that technology can assist the students, faculty and staff.

7.B. Criterion 1 Report

COO Foutz addressed the Board and provided a report on Criterion 1 for the Accreditation Argument which revolves around the Mission of the College.

Mr. Leslie questioned the validity of the diversity statement in the report and asked if there could be clarification. COO Foutz noted that this was a summary and the full report contained a lot more information and evidence. President Swarthout noted the Board will see the full report once it has been fully written and cleaned up, most likely by the June Board meeting.

7.C. Request to Approve Purchase of Modular Building

CBO Ellison reviewed the request to purchase a Modular Building as a replacement to an existing modular at the Whiteriver Center which has outlived its useful life.

Mr. Matteson asked if the project had already opened for bid. CBO Ellison noted that it had not opened yet. Mr. Matteson asked if the bid would follow State or Federal process. CBO Ellison responded that the college would be following the state process.

Mr. Leslie asked if the Tribal Employment Rights Office would be involved in this project. Director Huish noted that it would depend on the company that the college contracts with and any sub-contractors used in the installation.

Mr. Matteson made a motion to Approve the Purchase of a Modular Building for an amount not to exceed \$105,000 as presented, with the proviso that issues raised by Mr. Leslie were investigated. Mr. Leslie seconded. The vote was unanimous in the affirmative.

7.D. Request to Award Roofing Contract

CBO Ellison reviewed the request to Award the Roofing Contract for the Performing Arts Center in Snowflake noting that staff recommends approval.



Mr. Huish noted that the low bid received was considered non-responsive as they did not bid on the specified material and are not licensed by the material supplier as an installer of their product.

Mr. Huish asked where Flynn Southwest was located and if they had a good reputation. Director Huish stated that they were located in Phoenix and did indeed have a good reputation.

Mr. Matteson made a motion to Approve the Award of the Roofing Contract to Flynn Southwest for \$266,732 as presented, Mr. Joe seconded. The vote was unanimous in the affirmative.

7.E. 2018-19 Tuition and Fees –First Read

CBO Ellison reviewed the 2018-19 Tuition and Fees noting that a three year tuition rate increase had been approved last year and therefore the changes to be discussed were on the course and general fees. CBO Ellison highlighted the changes from each department.

Mr. Matteson asked if there had been any thought given to partnering with the renewable energy sector for our utility needs. Dr. Swarthout responded that the college had researched options years ago and the return on investment would have been very lengthy, but it could be time to look again due to advancement in systems. Vice President Vest noted that, from a program perspective, a review had taken place around the time the Skills Center was built and was found to be very expensive to run without many options for graduates.

7.F. Preliminary Financial Information Relating to the Budget

CBO Ellison reviewed the Preliminary Financial Information relating to the upcoming Budget that is currently available. CBO Ellison noted that salary negotiations with faculty and staff were ongoing and therefore not included in the current information. President Swarthout noted that staff were discussing moving a Salary and Wage recommendations to March, rather than February, on a permanent basis as relevant information continued to be received later and later in the process.

Mr. Matteson asked why the college would see a decrease in STEM funding. President Swarthout noted that it was from a formula based on Full Time Student Equivalency (FTSE).

7.G. Request to Approve Purchase of Classroom Computer Hardware

CIO Way addressed the Board and reviewed the request to approve the Purchase of Classroom Computer Hardware stating that staff recommends approval.

Mr. Lucero asked how many computers would be included. CIO Way responded the purchase was for computers and all necessary hardware to replace existing equipment in every Video I and II classrooms, fifteen in total, at the college.

Mr. Matteson made a motion to Approve the Purchase of Classroom Computer Hardware from CDW-G for a price of \$130,274.51 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 recent SPASC activities. Vice President Vest highlighted the progress of the Enrollment Management Committee discussing a report recently provided to SPASC.

8.B. President's Report

President Swarthout addressed the Board and stated the Arizona Community College Coordinating Council would meet next week and, immediately following the meeting she would attend the All Arizona Academic Team luncheon where 12 NPC students would be receiving awards this year. President Swarthout also noted the Arizona Association of District Governing Boards would also meet next week.

8.C. Agenda Items/Informational Needs

None.

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, March 20, 2018.

Agenda Item 11: Adjournment

The meeting was adjourned at 11:51 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

