

Navajo County Community College District Governing Board Meeting Minutes

March 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. Daniel Peaches.

Governing Board Member Present by Phone: Mr. George Joe; Mr. Derrick Leslie.

Governing Board Member Absent:

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; Pat Lopez; Danneel Elkins; Colleen Readel; Ryan Rademacher; Wei Ma; Mike Solomonson; Hallie Lucas; Randy Hoskins; Josh Rogers; Curtis Stevens; Betsy Wilson; Eric Henderson; Eric Bishop; Eleanore Hempsey; Ann Hess; Ryan Jones; Peggy Belknap; Pam Dominguez; Jennifer Bishop; Bobbi Sample; Olivia Jaquez; Diana Hutchinson; Kevin Jones; Brian Burson; Victor Love; Michael Chance; Amber Hill; Chris Roediger; Jeremy Raisor; Gail Campbell; Terrie Shevat; Ina Sommers; Allison Landy; Trudy Balcom; Donna Ashcraft; Jalyn Gerlich; Renell Heister; Candy London; Karen Hall; Mike Colwell; Betsy Peck; 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, moving Agenda Item 6 up to below Item 3. Mr. Joe seconded the motion. **The vote was unanimous in the affirmative.***

Agenda Item 3: Call for Public Comment

None.

Agenda Item 6: Old Business

6.A. Presidential Search:

COO Foutz thanked everyone who had participated in the Presidential Search process.

Chair Lucero added the Board's thanks for all the input on they had received on the candidates for President and announced that Mr. Mark Vest will become the next President of Northland Pioneer College.



Mr. Vest stated that Dr. Swarthout has had a huge impact on the college and he hoped to continue moving the college forward, with everyone's help. He thanked the Board, and everyone who had shown support during the process.

Agenda Item 4: Reports

4.A. Financial Position – Interim Vice President Ellison

CBO Ellison addressed the Board and reviewed the Financial Position Report noting that the college was where it expected to be.

4.B. NPC Friends and Family – Director Wilson

Director Wilson addressed the Board and provided an update on recent Friends and Family activities highlighting the continued support from Summit Healthcare, who have again provided a \$5000.00 donation which will be used for five \$1000.00 Nursing scholarships. JC Penny has offered provide five \$100 gift cards for students who are unable to purchase interview clothing. Director Wilson reminded everyone that Arizona Gives is on Tuesday, April 3rd and hoped to bring good news to the April Board meeting from the event.

4.C. Faculty Association

Pat Lopez addressed the Board and noted that a number of faculty were present today, to learn the conclusion of the Presidential Search, but also to show support for the Wage and Salary recommendation later in the agenda. As College Council has disbanded the process was different this year with Faculty, CASO, and Executive staff meeting several times to come to an agreement on a single recommendation. Pat Lopez noted the research that Faculty and Staff had completed and the assumptions behind the recommendation, noting that a max Property Tax rise would be needed to help sustain salaries.

Mr. Matteson commented that he was, personally, very concerned about getting the right staff to come to the college and asked if the college is competitive in the market. Pat Lopez responded that Faculty had initially recommended a 5% raise which would, in their research, have placed them third from the bottom of Arizona Community colleges.

Mr. Lucero asked how and with whom Faculty had made comparisons. Pat Lopez explained the process they had used. Mr. Lucero asked if the recommendation was for all employees. Pat Lopez responded that it was.

4.D. Human Resources

Written Report.

Mr. Leslie asked what the process and timeline was for positions in the Closed and in Review category. Director of Human Resources Christine Roediger explained the process. Mr. Matteson noted the Faculty in Computer Information Systems had been closed since October of last year and asked if the college was having difficulty filling it. Department Chair Bishop responded that the pool of candidates was weak and he attributes this to the starting salary we offer as compared to the money that can be made in the private sector.



4.E. NPC CASO

No Report.

4.F. NPC Student Government Association

No Report.

Agenda Item 5: Consent Agenda

- A. **February 20, 2018 Regular Board Minutes**
- B. **March 7 and 9, 2018 Special Meeting Minutes**
- C. **March 7 and 9, 2018 Executive Session Minutes**
- D. **Policies 1000 through 1297**
- E. **Curriculum Modification:**
 - 1. Program Modifications - AAEC and ECD AAS, CAS, CP Early Childhood Studies
 - 2. Program Modification - MDA ASS, CAS, CP
 - 3. Program Deletions - ECD AAS, CAS, CP in 4 specializations
 - 4. Program Modification - General Education Course Options

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

Agenda Item 7: New Business

7.A. Invitation to Commencement

Colleen Readel noted that Commencement would take place on Saturday, May 12th and invited Board members to attend. She asked that Board members respond to Recording Secretary Hempsey, prior to the April meeting, if they planned to attend and if they would be bringing a guest.

7.B. Criterion 2 Report

President Swarthout addressed the Board and provided a report on Criterion 2 of the Accreditation Argument noting that the college is very strong in this area and has too much supporting evidence at this point.

Mr. Matteson noted that the college was the most transparent entity he had ever worked with.

7.C. Request to Accept the Audited Annual Budget Expenditure Limit Report

CBO Ellison reviewed the Audited Annual Budget Expenditure Limit Report with the Board noting that this was a yearly item that appears after the Auditor General's office complete their visit.

Mr. Matteson made a motion to Accept the Audited Annual Budget Expenditure Limit Report as presented. Mr. Peaches seconded. The vote was unanimous in the affirmative.

7.D. Request to Approve Adjustment to Fiscal Year 2016-17 Adopted Budget

CBO Ellison reviewed the request to Approve Adjustment to the Fiscal Year 2016-17 Adopted Budget noting that this is a reconciliation of the adopted budget to what was actually spent.



Mr. Matteson made a motion to Approve Adjustment to the Fiscal Year 2016-17 Adopted Budget as presented, Mr. Peaches seconded. The vote was unanimous in the affirmative.

7.E. 2018-19 Salary and Wage Recommendation – First Read

CBO Ellison reviewed the 2018-19 Salary and Wage Recommendation with the Board noting the effect for each category of employee.

Mr. Lucero asked what the total cost of Wages and Salaries would be for the college, assuming a 3.5% pay increase. CBO Ellison responded that the total cost would be approximately \$14.6 million.

Mr. Lucero asked what funds will need to be utilized to cover the recommendation. CBO Ellison responded that the college would expect to use \$250,000 from fund balance and would also see between \$500,000 and \$1.5 million capacity impact on the Expenditure Limit.

President Swarthout also commented that the exceptional problem facing all AZ Community Colleges was an Expenditure Limit formula based on constant growth.

7.F. Request to Approve 2018-19 Tuition and Fees

CBO Ellison reviewed the Request to Approve the 2018-19 Tuition and Fees noting the Board saw the information last month and it was back as an action item this month.

Mr. Matteson made a motion to Approve the 2018-19 Tuition and Fees as presented, Mr. Peaches seconded. The vote was unanimous in the affirmative.

7.G. 2018-19 Introductory Budget Analysis

CBO Ellison reviewed the Introductory Budget Analysis with the Board noting that the preliminary budget would come back next month for approval.

7.H. Request to Approve 4-year Contract with Hobsons

Director Rogers addressed the Board and reviewed the Request to Approve a 4-year contract with Hobsons noting this was a renewal of the Starfish Core product and budgeted item.

Mr. Matteson made a motion to Approve the 4-year Contract with Hobsons 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 recent SPASC activities highlighting the upcoming meeting of the Criterion Teams for Accreditation. Vice President Vest also introduced Dr. Wei Ma who has been very successful in heading up the Strategic Priority on Technology Training and support for faculty, and Randy Hoskins who is Co-chair of SPASC.



8.B. President's Report

President Swarthout stated that Amanda Hatch, a first team All Arizona Academic Team winner for NPC, was also notified that she has been named a 2018 Coca-Cola Academic Team Silver Scholar at the national level. Dr. Swarthout introduced Mike Colwell, who heads up the college's efforts on recruitment for the All Arizona Academic Team. Dr. Swarthout also highlighted some of the current events at the state legislature.

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

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, April 17, 2018.

Agenda Item 11: Adjournment

The meeting was adjourned at 11:38 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

