

# Navajo County Community College District Governing Board Meeting Minutes

April 17, 2018 – 10:00 a.m.  
Painted Desert Campus, Tiponi Community Center  
2251 East Navajo Boulevard, Holbrook, Arizona

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**Governing Board Member Present:** Mr. Frank Lucero; Mr. James Matteson; Mr. Daniel Peaches; Mr. Derrick Leslie.

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

**Governing Board Member Absent:**

**Staff Present:** President Jeanne Swarhout; 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; Ann Hess; Cuitlahuac Aguilar; Peggy Belknap; Pat Lopez; Jennifer Bishop; Diana Hutchinson; Rickey Jackson; Curtis Stevens; Gail Campbell; Cathy Reed; Debra McGinty; Susan Jamison; Betsyann Wilson; Betsy Peck; Pam Dominguez; Bill Jeffers; Josh Rogers; Randy Porch; Jeremy Raisor; Rebecca Hunt; Tracy Chase; Matt Chase; Jason LaBute; Brian Burson; Matt Weber; Kevin Westfall; Vicki Bessinger; Amber Hill; Ruth Zimmerman; Connie Warren; Eric Henderson; Eleanore Hempsey; Tony Hill; Kathy McPherson; Bobbi Sample; Allison Landy; Chris Roediger; Beulah Bob-Pennypacker.

## **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**

Mr. Bill Jeffers addressed the Board and offered his thanks to each of the retirees on the agenda for their service to the college making special acknowledgement to Dr. Swarhout.

## **Agenda Item 6: Old Business**

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 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 a record year for Arizona Gives Day which made \$30,985.00 for student scholarships. Director Wilson also mentioned that Dr. Swarthout has been chosen as the Arizona Women in Higher Education Woman of the Year.

#### ***4.C. Faculty Association***

Pat Lopez addressed the Board and noted that she was pleased to be here to honor the retirees on the agenda and provided a report from the Faculty Association. Pat Lopez highlighted the Faculty Association struggle to fill the position of President for next year and provided potential reasons.

#### ***4.D. Human Resources***

Written Report.

#### ***4.E. NPC CASO***

Written Report.

#### ***4.F. NPC Student Government Association***

Cuitlahuac Aguilar addressed the Board and reported on the recent activities of the Student Government Association highlighting the success of the Annual SGA University Road Trips and the Annual Talent show, the installation of bottle filling water fountains at college locations, and the upcoming election for all officer positions.

### **Agenda Item 5: Consent Agenda**

- A. **March 20, 2018 Regular Board Minutes**
- B. **Policies 1923, 1926, 1933, 1940**
- C. **Curriculum Modification:**
  - 1. Program Modifications in COS AAS, CAS, 4 CPs
  - 2. Program Modifications in HUS AAS, CAS, CP
  - 3. Program Modifications in EDU CP
  - 4. Program Deletion in IMO AAS, CAS, 7 CPs
  - 5. Program Deletion in MET AAS, CAS, CP 3 specializations
  - 6. New Program in EIT AAS, CAS, 8 CPs

*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. Request to Approve Faculty Emeritus Status for Tracy Chase***

President Swarthout noted that the recommendation was included in the Board packet and Jennifer Bishop, who made the recommendation, was present to answer any questions.



*Mr. Matteson made a motion to Approve Faculty Emeritus Status for Tracy Chase. Mr. Leslie seconded. **The vote was unanimous in the affirmative.***

### **7.B. Presentation of Meritorious Service and Emeritus Awards**

Jennifer Bishop and Peggy Belknap presented the Faculty Emeritus award to Tracy Chase. Tracy Chase noted that NPC has been part of her entire family and was honored to receive the award.

Brian Burson presented the Faculty Emeritus award to Randy Porch. Randy Porch stated that he had no interest in becoming an instructor but it has been a privilege to work at NPC.

Chris Roediger presented the Meritorious Service award to Vicki Bessinger. Vicki Bessinger stated that she started working for the college in 1981 and has worked in numerous offices and areas of the college and appreciated that the college was there for her when she needed it.

The District Governing Board presented the Administrator Emeritus award to President Jeanne Swarthout with Board Secretary. President Swarthout stated that it is to work every day with a group of dedicated people who make NPC work.

### **7.C. Criterion 3 Report**

Jennifer Bishop addressed the Board and provided a report on the Criterion 3 of the Accreditation Argument noting the college has a lot of evidence to support their argument.

Jennifer Bishop responded to a number of questions from Mr. Matteson regarding the Career and Technical Education Advisory Boards role and stated they meet semi-annually and provide feedback on trends the college has noticed and suggestions they may have for future courses they may see a need for. On another question from Mr. Matteson, on alumni feedback, Vice President Vest stated that, even with tracking for the Perkins grant, this is a weak area for the college. President Swarthout also noted that the college was supposed to receive data from the Department of Economic Security but has still not seen any results since the agreement went into place.

Mr. Leslie asked if assessment of student outcomes was part of faculty curriculum. Jennifer Bishop stated that it was and faculty could choose how they would like evaluate their course outcomes. Mr. Leslie asked if there was an opportunity, once problem areas were identified through assessments, to help those students who might have struggled. Jennifer Bishop stated that assessments were conducted throughout the semester and faculty could identify issues, after a test, and decide to spend more time on a certain area. However looking at data over a full semester there would not be an opportunity to revisit subjects with students who had already completed the course. That being said a Business student, for example, may have struggled with a part of BUS 110 but would revisit the material when taking BUS 210 where historical data will help.



***7.D. Request to Approve partnership with NAU Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR UP)***

Associate Dean Gail Campbell addressed the Board and stated staff recommends approval of the partnership with NAU and GEAR UP.

Mr. Matteson noted that the grant would specifically impact Winslow and Holbrook students. Associate Dean Campbell stated that this was one of the limitations they would inherit as a sub-recipient of the grant.

*Mr. Matteson made a motion to Approve the partnership with NAU Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR UP) as presented. Mr. Leslie seconded. The vote was unanimous in the affirmative.*

***7.E. 2018-19 Budget Analysis***

CBO Ellison reviewed the 2018-19 Budget Analysis with the Board, noting the lack of approved budget from the state.

Mr. Matteson asked about the impact of decreasing enrollment on tuition revenues. CBO Ellison noted that the college believed enrollment would remain stable but the college continues to evaluate enrollment forecasts. Vice President Vest also commented that the major decline in enrollment came from high school Dual Enrollment which the college waives tuition for.

Mr. Matteson asked if the college would continue to use the current architect firm suggesting, regardless of if the college is happy with the current firm that there should always be a review in case a better option existed. CBO Ellison stated the college would continue to evaluate their options and maintain compliance with state laws.

***7.F. First Read – 2018-2019 Primary Property Tax***

CBO Ellison reviewed the 2018-2019 Primary Property Tax information with the Board noting that this was a first read.

***7.G. Request to Approve 2018-19 Wage and Salary Schedule***

CBO Ellison reviewed the request to Approve the 2018-19 Wage and Salary Schedule noting the information had not changed from last month.

Mr. Matteson asked if the 3.5% salary increase would allow the college to be competitive with our Peers. CBO Ellison noted that it was difficult to assess who are peers may be but within the state we may be close to the bottom for Community Colleges but against like institutions from out of state we would appear in the middle for salaries. President Swarthout noted that from the last Mountain States report she reviewed the college fared well for faculty salaries but not for staff and administrators. Chair Lucero asked if certain categories of employees should then receive a larger increase. President Swarthout responded that it could be something the college looks at doing in the future. Chair Lucero asked if the college would conduct a comparison on salaries by position before next year's discussions. President Swarthout noted an external study



would be expensive and potentially not helpful and the college lacked staff in the Human Resources department to conduct their own study, but would look at options to help the Board.

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

#### **7.H. Request to Approve 2018-19 Preliminary Budget**

CBO Ellison reviewed the request to approve the 2018-19 Preliminary Budget noting the packet included the forms that the college is required to provide to the state.

Chair Lucero asked how much the college expected to breach the Expenditure Limit by in the coming year. CBO Ellison responded that it could be up to \$1.5 million.

*Mr. Matteson made a motion to Approve the 2018-19 Preliminary Budget as presented, Mr. Peaches seconded. The vote was unanimous in the affirmative.*

#### **7.I. Request to Approve 2019-2021 Preliminary Capital Budget**

CBO Ellison reviewed the request to approve the 2019-2021 Preliminary Capital Budget highlighting some of the upcoming projects.

Mr. Matteson asked if there was a schedule for the building projects at the White Mountain Campus. CBO Ellison noted that there was no firm schedule as there were a number of planning issues still to resolve, such as the relocation of all staff from within the Learning Center, for repairs to take place.

*Mr. Matteson made a motion to Approve the 2019-2021 Preliminary Capital Budget as presented, Mr. Leslie seconded. The vote was unanimous in the affirmative.*

#### **7.J. Enrollment Report**

Vice President Vest addressed the Board and noted there were no surprises in the report, provided in the packet, due to previous discussions on the subject.

### **Agenda Item 8: Standing Business**

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

Vice President Vest provided a report on recent SPASC activities and future priorities.

#### **8.B. President's Report**

President Swarthout addressed the Board and asked Mr. Leslie if he could comment on his experience at the Higher Learning Commission Annual Conference. Mr. Leslie noted that he enjoyed the experience and found a number of answers to questions he had. However he now had many more questions for administrators to answer.

President Swarthout noted that material was now available for candidates wishing to stand in the November elections and District Three would be contested this year. President Swarthout also



mentioned upcoming events at the college including meet and greets with the next President of the college as well Pinnings, Completer ceremonies, and Commencement.

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

Salary comparison study ideas by the August meeting.

Cost saving proposals to come back to the Board.

**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, May 15, 2018.

**Agenda Item 11: Adjournment**

*The meeting was adjourned at 12:20 p.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

