

# Navajo County Community College District Governing Board Meeting Minutes

June 19, 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; Mr. George Joe.

**Governing Board Member Present by Phone:**

**Governing Board Member Absent:**

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

**Others Present:** Kim Reed; Everett Robinson; Diana Hutchinson; Ann Hess; Stuart Bishop; Jennifer Bishop; Betsyann Wilson; Rickey Jackson; Gail Campbell; Josh Rogers; Allison Landy; Peggy Belknap; Gary Segay; Jennifer Dobell; Valerie Abeyta; Samantha Fitzgerald; Jon Wisner; Chris Roediger; Matt Weber; Curtis Stevens; Bob Bohner; Jacqui Bohner; Beulah Bob-Pennypacker and family; Ferryn Sam and family; Victor Bob; Mike Gaffney; Destin Bauer.

## **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.

### **4.B. NPC Friends and Family – Director Wilson**

Director Wilson addressed the Board and reported on recent activities, successes, and upcoming events for Friends and Family highlighting the first ever Friends and Family Board retreat, which took place yesterday.

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

No Report.



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

Written Report.

Mr. Leslie asked if only certain position openings were emailed to employees at the college. Director Roediger responded that the hiring committee could choose to advertise the position internally or both internally and externally and she was currently reviewing the protocols involved in posting positions. Mr. Leslie thought it would make sense to advertise all positions internally with an email.

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

No Report.

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

No Report.

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

- A. **May 15, 2018 TNT Hearing Minutes**
- B. **May 15, 2018 Budget Hearing Minutes**
- C. **May 15, 2018 Special Board Meeting Minutes**
- D. **May 15, 2018 Regular Board Minutes**
- E. **June 5, 2018 Special Board Meeting Minutes**
- F. **Dual Enrollment Intergovernmental Agreements** between Navajo County Community College District and Red Mesa USD; Snowflake USD; St. Johns USD.
- G. **NALETA Intergovernmental Agreements** between Navajo County Community College District and the Town of Eager; the City of St. Johns Police Department; Holbrook Police Department; the Snowflake-Taylor Police Department; the Town of Pinetop-Lakeside; the Navajo Co. Sheriff's Office; the Springerville Police Department; the White Mountain Apache Tribe's Police Department; the Winslow Police Department; the City of Show Low.

*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. Administrator Emeritus – Beulah Bob-Pennypacker**

Director Roediger presented the Administrator Emeritus Award to Beulah Bob-Pennypacker and invited those in attendance to offer their thoughts.

Beulah Bob-Pennypacker stated that she would miss the college and had already been inducted into the NPC Retiree Club.



### **7.B. Moodle**

Jennifer Bishop provided a demonstration of the capabilities of the Moodle platform being used within Instruction at the college.

Mr. Lucero asked what a response time for student questions submitted through Moodle would be. Jennifer Bishop responded that the Distance Education Guideline Policy, required response time, was within 72 hours but her personal response time was usually within 24 hours and expected most instructors would be similar.

Mr. Leslie commented that he had reviewed information on the Prosper Act and in particular student-instructor interaction requirements and asked how the college quantifies their interaction to make sure they were compliant. Jennifer Bishop and Vice President Vest mentioned the Quality Matters organization, a national group that was formed to make sure online courses were at a standard required by the Department of Education, and noted the Quality Matters rubric which NPC follows. Jennifer Bishop offered to provide the rubric to Mr. Leslie and any other Board member that was interested and went on to provide further information on how interaction was required and graded in her classes.

Vice President Vest provided data showing a 1300 percent increase in student usage of Moodle between 2015 and 2018.

### **7.C. Criterion 5 Report**

President Swarthout addressed the Board and provided a report on Criterion 5 of the Assurance Argument.

Mr. Leslie asked how and when the current lack of Procedures in the HR and IS would be resolved. President Swarthout noted that many of the procedures were already in use within the departments but needed to be officially published for all employees to see. There will be some new procedure requirements, which have already been identified, due to the changing nature of the college and technology.

Mr. Leslie asked what the college was doing to address student involvement. President Swarthout noted it would be important to keep the Student Government Association organized and operating effectively so they can have members attend monthly meetings.

Mr. Leslie asked how far back the Higher Learning Commission (HLC) team would like to see information from. President Swarthout responded that the HLC team would like to see current data and how we plan to move forward, but could go back three to five years in most areas.

### **7.D. Call for Election**

President Swarthout noted that the Board position in District 3 will expire on December 31, 2018 and, in line with statute, the college was required to hold an election to refill.

*Mr. Matteson made a motion to approve the Call for Election as presented. Mr. Leslie seconded. The vote was unanimous in the affirmative.*



### **7.E. 2020-21 Academic Calendar**

Vice President Vest addressed the Board and reviewed the 2020-21 Academic Calendar noting that staff recommends approval.

*Mr. Matteson made a motion to approve the 2020-2021 Academic Calendar as presented. Mr. Joe seconded. **The vote was unanimous in the affirmative.***

### **7.F. NATC Board Membership**

Vice President Vest noted that due to staffing changes at the college the membership of the Northeastern Arizona Training Center (NATC) Board needs revised and recommended that Peggy Belknap, Dean of Career and Technical Education, David Huish, Director of Facilities and Vehicles, and Rickey Jackson, soon to be Interim Vice President, be appointed.

Mr. Matteson asked if there were other, external members. Vice President Vest responded that there were a number of additional advisory members of the Board but they were non-voting.

*Mr. Matteson made a motion to approve the NATC Board Membership as presented. Mr. Peaches seconded. **The vote was unanimous in the affirmative.***

### **7.G. Review of Higher Learning Commission (HLC) Financial Ratios**

CBO Ellison reviewed the HLC Financial Ratios noting this was a yearly assessment of the financial strength of the institution and the college had no concerns at this time.

### **7.H. Program Review**

Vice President Vest introduced Rickey Jackson, Dean of Arts and Sciences, who presented the Program Review for Early Childhood Education, General Education, and Film and Digital Video.

Mr. Matteson noted that technology improvements are creating opportunities that didn't exist a few years ago and this is a growing area of opportunity the college should continue to explore.

### **7.I. Request to Approve JTS Service Level Agreement (SLA)**

CIO Way addressed the Board and reviewed the request to approve a Service Level Agreement with JTS, noting that it was a three year agreement.

*Mr. Matteson made a motion to approve the JTS Service Level Agreement as presented. Mr. Peaches seconded. **The vote was unanimous in the affirmative.***

### **7.J. Professional Services Contract – Emergency Management**

Vice President Vest reviewed the Professional Services Contract for Emergency Management and stated that staff recommends approval.

Mr. Matteson asked if Mr. Bishop had obtained the necessary insurance to protect him, and the college. Mr. Bishop stated that he had.



Mr. Lucero asked if the service was put out to bid. CBO Ellison noted that had not and the college had followed all required processes for a Professional Services Contract. Mr. Lucero noted that this could look bad to members of the public.

*Mr. Matteson made a motion to approve the Professional Services Contract in Emergency Management as presented. Mr. Joe seconded. **The motion passed with a majority vote with Mr. Lucero opposing.***

#### **7.K. Interim Director of Financial Aid**

Vice President Vest noted that with the retirement of Director Bob-Pennypacker from Financial Aid, the timing in the Financial Aid calendar, and the difficulty to find new Financial Aid staff, the college has explored a number of options to keep the Financial Aid process moving in the short term. This included national professional services companies and regional options, primarily local retired individuals with experience.

Mr. Leslie asked when the person or company might begin work and what the disruption to the department would be in the meantime. Vice President Vest hoped they could begin as early as possible in July which will minimize the disruption, but they expected slightly slower processing.

#### **7.L. Request to Accept First Things First Grant**

Vice President Vest reviewed the request to accept the First Things First Grant in the amount of \$170,000.00 and noted staff recommends acceptance.

*Mr. Joe made a motion to accept the First Things First Grant as presented. Mr. Matteson 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 noted the Enrollment Management sub-group of SPASC has broken into smaller teams to work on each area of their recommendations SPASC had approved.

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

President Swarouth reported that she was assisting the incoming President with meetings with local legislators.

#### **8.C. DGB Agenda Items and 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, August 21, 2018

**Agenda Item 11: Adjournment**

*The meeting was adjourned at 11:44 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

APPROVED

