

Navajo County Community College District Governing Board Meeting Minutes

August 21, 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.

Governing Board Member Present by Phone:

Governing Board Member Absent: Mr. George Joe.

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

Others Present: Isaac Hutton; Everett Robinson; Ann Hess; David Huish; Peggy Belknap; Judy Yip-Reyes; Debra Myers; Mike Solomonson; Betsy Wilson; Matt Weber; Chris Roediger; Josh Rogers; Rochelle Lacapa; Jeremy Raisor; Amber Hill; Toni Gibbons.

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. Peaches moved to adopt the agenda as presented. Mr. Matteson 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 that the packet contained two reports due to not having a meeting in July.

Mr. Leslie asked what items may fall under the heading of Unrestricted Plant. CBO Ellison responded that they would include a number of Information Services purchases, facility renovation and maintenance expenditures, and capital purchases.

Mr. Leslie asked how often the drawdowns of grants would be. CBO Ellison responded that it would depend on the grant, some would be monthly but smaller grants may be less often.



Mr. Matteson asked about the difference in estimated investment income and the actual total. CBO Ellison responded that the investments the college made did a lot better than expected this year and it is very difficult to provide an estimate on potential investment income. Mr. Matteson asked where the excess cash goes. CBO Ellison responded that it goes into the state pool account as well as a county account.

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 very successful Disc Golf Tournament which raised around \$4000 for student scholarships. Director Wilson also mentioned the upcoming Pedal the Petrified event on September 15th.

4.C. Faculty Association

Dr. Mike Solomonson, President of the Faculty Association, addressed the Board and reported on recent events. Dr. Solomonson noted that he would continue the trend, started by his predecessor, of bringing faculty members with him to report to the Board.

4.D. Assessment of Student Knowledge

Dr. Mike Solomonson provided a report on the college's efforts in the Assessment of Student Knowledge (ASK) and how they were attempting to tie assessment to ongoing Program Reviews.

Mr. Leslie asked what role the students played in the assessment process. Dr. Solomonson discussed the role his students would play in the process but could not currently speak for other instructors. Vice President Jackson noted that the ASK report is more of a summative assessment of a course.

Mr. Matteson asked if Dr. Solomonson could provide a report on the extracurricular activities the Faculty may have participated in over the summer.

Dr. Solomonson noted that he was the outgoing assessment chair and would be handing over to Dr. Allison Landy this year and she would provide any future reports to the Board. President Vest added that Dr. Landy would be invited to present during the Spring semester.

4.E. Human Resources

Written Report.

4.F. NPC CASO

No Report.

4.G. NPC Student Government Association

No Report.



Agenda Item 5: Consent Agenda

A. June 19, 2018 Regular Board Minutes

B. Dual Enrollment Intergovernmental Agreements between Navajo County Community College District and Holbrook USD; Joseph City USD; Miami USD; Sanders USD; Whiteriver USD; Winslow USD.

C. NALETA Intergovernmental Agreement between Navajo County Community College District and the Apache County Sheriff's 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. Request to Accept Resignation of Board Member

President Vest addressed the Board and noted that Board Member Joe had emailed his resignation and staff recommended acceptance.

Mr. Matteson made a motion to Accept Board member Joe's resignation. Mr. Peaches seconded. The vote was unanimous in the affirmative.

Mr. Leslie asked how long the process would take to fill the position as he would like the District to have a voice in upcoming discussions. President Vest responded that it would be up to the Navajo County Superintendent of Schools to fill the position and that she was prepared to move forward as quickly as possible.

7.B. Institutional Effectiveness Update

President Vest introduced Director of Institutional Effectiveness Dr. Judy Yip-Reyes. Dr. Yip-Reyes provided a report of what exactly the department does for the college as a whole and what priorities they would be working on in the upcoming year.

Mr. Matteson asked how the college was performing in Instructional Effectiveness, accepting that Dr. Yip-Reyes had only been director for a short period of time. Dr. Yip-Reyes noted she was in process of evaluating this herself, had a lot of work to do, but that she was looking forward to it.

7.C. Changes to Open Meeting Law

President Vest reviewed changes to the Open Meeting Law signed into statute this year and offered suggestions on how the Board might want to adjust to comply.

7.D. Request to Approve 2018-2019 Revised Budget

CBO Ellison reviewed the revisions to the 2018-2019 Budget noting the reasons the college had to make these changes.



Mr. Matteson made a motion to approve the 2018-2019 Revised Budget as presented. Mr. Leslie seconded. The vote passed upon a roll-call vote with Mr. Matteson, Chair Lucero, Mr. Leslie, and Mr. Peaches voting in favor. There were no votes against.

7.E. Request to Approve Veeam Backup & Replication Enterprise

CIO Way addressed the Board and reviewed the request to purchase Veeam Backup & Replication Enterprise noting this was for a five-year contract and a savings of almost fifty percent over previous contracts.

Mr. Matteson made a motion to Approve the purchase of Veeam Backup & Replication Enterprise as presented, Mr. Leslie seconded. The vote passed upon a roll-call vote with Mr. Matteson, Chair Lucero, Mr. Leslie, and Mr. Peaches voting in favor. There were no votes against.

7.F. Request to Approve Renewal of Cisco Smartnet Contracts

CIO Way addressed the Board and reviewed the request to renew the contract for services with Cisco which is a current budgeted item highlighting the long term savings the college would realize.

Mr. Matteson made a motion to Approve the renewal of Cisco Smartnet Contracts as presented, Mr. Peaches seconded. The vote passed upon a roll-call vote with Mr. Matteson, Chair Lucero, Mr. Leslie, and Mr. Peaches voting in favor. There were no votes against.

7.G. Show Low Campus – Potential Building Sites

CBO Ellison asked Director of Facilities and Vehicles to present to the Board and noted that in the current 2018-19 budget the college had included \$2.5 million for the repair of the Learning Center at the Show Low campus, as well as \$4 million to begin construction projects the Board may approve.

Mr. Lucero asked what the total amount of funds the college would have to spend on potential building options. CBO Ellison noted the current college Fund Balance would be approximately \$46 million.

Director Huish reviewed the existing Show Low campus and potential building sites and options for the Board

Mr. Matteson asked who the Drainage easements were granted to. Director Huish noted they were National floodplains but the City of Show Low was the administrator for the area.

Mr. Matteson asked if Director Huish had already started to consider the staging and order of projects to make sure of the continued smooth running of the college. Director Huish outlined more than one possible solution for the needs of the college, and the timeframes involved.

Mr. Lucero asked if the engineering surveys for potential building sites had already been completed. Director Huish noted that the Board would have to make a decision on buildings and



locations before applicable surveys could be completed, as the type, size, and weight would determine what tests would be needed.

Mr. Matteson asked Director Huish to provide three options at a future retreat.

Agenda Item 8: Standing Business

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

Interim Vice President Jackson provided a report on recent SPASC activities and future priorities, noting the Board would see a draft of new priorities at a future meeting.

8.B. President's Report

President Vest asked the Board members if they would be available on September 11th to participate in a Retreat at the White Mountain Campus with all indicating they would. President Vest also noted his intent to hang the group Portraits of past and present Boards in the Board Room.

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

Mr. Leslie asked if the Board could receive an update on the Financial Aid department. Mr. Leslie also requested further information on any Active Threat trainings, especially at the centers.

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, September 18, 2018.

Agenda Item 11: Adjournment

The meeting was adjourned at 11:24 p.m. upon a motion by Mr. Matteson and a second by Mr. Peaches. The vote passed upon a roll-call vote with Mr. Matteson, Chair Lucero, Mr. Leslie, and Mr. Peaches voting in favor. There were no votes against.

Respectfully submitted,



Paul Hempsey
Recording Secretary to the Board

