

Navajo County Community College District Governing Board Meeting Minutes

September 18, 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:

Staff Present: President Mark Vest; Interim Vice President Rickey Jackson; 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; David Huish; Mike Solomonson; Magda Gluszek; Betsy Wilson; Ann Hess; Jeremy Raisor; Gail Campbell; Toni Gibbons; Peggy Belknap; Chris Roediger; Curtis Stevens; Matt Weber; Amber Hill.

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. 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.

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. Director Wilson highlighted the successful Pedal the Petrified which involved 225 riders assisted by fifty volunteers from the college along with cadets from the Law Enforcement Academy. Donations are still coming in so Director Wilson will bring the total amount raised, for student scholarships, to the next Board meeting.



4.C. Faculty Association

Faculty Association President Mike Solomonson addressed the Board and introduced Magda Gluszek, who is chairing the Faculty Professional Development Committee at the college. Magda Gluszek then provided information on the Professional Development process and some of the activities Faculty have utilized, or would be utilizing, funds for. Magda Gluszek also highlighted the Empty Bowls Project, which is in its fourth year at NPC, with proceeds going to help fight food insecurity in the area.

4.D. Human Resources

Written Report.

4.E. NPC CASO

Written Report.

4.F. NPC Student Government Association

No Report.

Mr. Leslie asked what the issues were with getting participation in the Student Government Association (SGA). President Vest noted the difficulties most community colleges had with participation and informed the Board of efforts underway to attract participation in the SGA and have more student involvement in college committees.

Agenda Item 5: Consent Agenda

- A. **August 21, 2018 Regular Board Minutes**
- B. **Dual Enrollment Intergovernmental Agreements** between Navajo County Community College District and Hopi Junior/Senior High School.

Mr. Matteson made a motion to approve the consent agenda 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.

Agenda Item 6: Old Business

None.

Agenda Item 7: New Business

7.A. Request to Approve Board Policy 1441: Free Expression

President Vest addressed the Board and reviewed the request to approve a new Board Policy on Free Expression as required by statute.

Mr. Leslie asked if there are some contractual obligations that were already imposed on employees and if we were overburdening them. President Vest noted that the contract would not have specific language but the college would be reviewing related procedures that may be affected and could add a contract review also. President Vest offered to provide a report at the October Board meeting.



Mr. Matteson made a motion to approve Board Policy 1441 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.B. Request to Approve 2019-20 Strategic Planning and Budget Development Calendar

CBO Ellison reviewed the 2019-20 Strategic Planning and Budget Development Calendar noting minor changes that were made to the timing of certain items.

Mr. Matteson made a motion to approve 2019-20 Strategic Planning and Budget Development Calendar 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.C. Purchase of Vehicles

CBO Ellison reviewed the purchase of three new vehicles for the college, noting two would be for the Maintenance Department and one for the Information Services area.

Chair Lucero confirmed that this was through a state contract.

Mr. Leslie asked if the new vehicles would be wrapped in the same manner as some of the NPC cars. President Vest responded that they would not.

Mr. Matteson asked how many vehicles the college owned and operated. Director Huish responded that there were currently 140 college vehicles. Mr. Matteson asked if they were all being utilized. Director Huish responded that there were times that all vehicles would be in use during the year. CBO Ellison noted that the college continues to assess the utilization of college vehicles and had recently removed four older vehicles from the fleet that were not replaced.

7.D. Request to Approve Renewal of Service Contract for TALON Grant Equipment

CIO Way addressed the Board and reviewed the request to approve the renewal of the Service Contract related to the TALON Grant Equipment.

Mr. Matteson asked if the TALON was still meeting expectations. CIO Way noted that it was and was receiving accolades on a National scale.

Mr. Matteson noted that faculty utilizing the TALON equipment for the first time had noted some training concerns. CIO Way noted that there is always a learning curve with new technology and noted efforts to assist employees on utilizing the system stating they continually look to identify and supply training opportunities.

Mr. Matteson made a motion to approve the Renewal of Service Contract for TALON Grant Equipment 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.E. Request to Approve Purchase of CampusLogic

Interim Vice President Jackson addressed the Board and reviewed the request to Purchase of CampusLogic stating that funds were currently available due to the restructuring of the Financial Aid Department.

Mr. Leslie noted that he had reservations with restructuring the department around software as there always seems to be issues in the first year of using it. Interim Vice President Jackson and President noted that Director Raisor would move his office to the Financial Aid area to take on the day to day role of Director and no other positions would be eliminated so staffing levels would remain relatively the same. A report will be provided to the Board to show the effect of the software purchase and restructuring of the Financial Aid Office.

Mr. Matteson made a motion to approve the Purchase of CampusLogic 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.

Agenda Item 8: Standing Business

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

Interim Vice President Jackson informed the Board that Enrollment Management had played a major role in the last SPASC meeting, bringing forth the top priorities they see to move the college forward. For each priority a member of staff has been tasked with Overall Responsibility.

Mr. Matteson asked where the college was with the previous Transportation and Childcare Priorities. Interim Vice President Jackson provided an update on both noting that talks with a local partner on Childcare have come to an end.

8.B. President's Report

President Vest reported that the monthly meeting of the Arizona Community College Coordinating Council (AC4) would take place next week and interested colleges and lobbyists would also meet afterward to start work on an information strategy on Expenditure Limit for the Legislature. President Vest noted he had been assigned as liaison to two AC4 sub-groups, AZ Transfer oversight group as well as the Chief Academic Officers group. President Vest also reminded the Board of the Higher Learning Commission Annual Conference that a Board member has attended for the last two years and registration would soon open.

8.C. DGB Agenda Items and Informational Needs for Future Meetings

An update on the new Financial Aid Software.

Agenda Item 9: Board Report/Summary of Current Event

Mr. Matteson noted the success of Pedal the Petrified at the weekend. Chair Lucero noted that other organizations were also holding events to raise money for scholarships at the same time.

Agenda Item 10: Announcement of Next Regular Meeting: Regular District Governing Board meeting on Tuesday, October 16, 2018



Agenda Item 11: Adjournment

The meeting was adjourned at 10:57 a.m. upon a motion by Mr. Matteson, 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

APPROVED

