

Navajo County Community College District Governing Board Meeting Minutes

October 16, 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. Elias Jouen.

Governing Board Member Present by Phone: Mr. Derrick Leslie.

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; Rochelle Lacapa; Renell Heister; Betsyann Wilson; Toni Gibbons; Ann Hess; Ken Wilk; Mike Solomonson; Gail Campbell; David Huish; Peggy Belknap; Josh Rogers; Chris Roediger; Jeremy Raisor; 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. Peaches moved to adopt the agenda as presented. Mr. Matteson seconded. **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 noting that Scholarships for Spring 2019 are now open. Director Wilson highlighted a new scholarship, the Jeanne Swarhout Ph.D., Presidential Excellence Scholarship, which will award \$1,000 per semester to one successful applicant. The deadline to apply for Friends and Family scholarships is November 15.



4.C. Faculty Association

Faculty Association President Mike Solomonson addressed the Board and introduced Ken Wilk, who is the new Curriculum Support Specialist for the college. Ken Wilk described the process for curriculum development and where he is able to assist faculty, working with AZ Transfer to facilitate seamless transfer of NPC courses to the three state universities, and noted that Articulation Task Force meetings were continuing this semester.

4.D. Human Resources

Written Report.

4.E. NPC CASO

Written Report.

4.F. NPC Student Government Association

No Report.

Agenda Item 5: Consent Agenda

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

Agenda Item 6: Old Business

None.

Agenda Item 7: New Business

7.A. Title III Native American Serving Non-Tribal Institutions Supplemental Funding

Interim Vice President Jackson addressed the Board and informed those present of the receipt of supplemental funding to the Title III program and how the college hoped to utilize the funds with purchasing two virtual dissection tables and training staff on their use. Renell Heister, TALON Grant Project Director, added that Medical Schools were beginning to utilize the same technology in their instruction.

Mr. Leslie confirmed that the equipment would be set up at the White Mountain Campus and Little Colorado Campus and asked if they would be used to assist students at other locations. Interim Vice President Jackson confirmed the location and described how the college hoped the tables would be able to broadcast to all locations. Mr. Leslie asked how power outages would be handled for Broadcast locations, as students would then not be able to attend classes. Interim Vice President Jackson noted that all classes broadcast on the distance systems were recorded and these recordings would be available to any students who missed a class.

7.B. Financial Aid Office Report

Interim Vice President Jackson referred to the written report provided in the Board packet and introduced Director Raisor who provided a look at the current processes and timeline for



Financial Aid and how the college expected the changes, described in the report, to improve both.

Mr. Leslie asked what the average turnaround for Verification was. Director Raisor noted that they had not tracked turnaround times but would be able to, and intended to, and would provide this data and more at a future Board meeting to show how successful the changes proved to be.

Mr. Matteson asked if the software would automate reminders to the students. Director Raisor responded that the college would have the ability to set reminders to be sent and choose how frequently they are sent.

Mr. Leslie asked if all Campus and Center staff be receiving training with OnBase. Director Raisor commented that employees, who would be utilizing each new software program, would receive training in stages as they are rolled out. Mr. Leslie asked if the software would be able to screen the documents as they arrive to make sure that they are the correct forms. Director Raisor responded that this was part of the CampusLogic software.

Mr. Leslie asked if the Data Retrieval Tool (DRT) was operational on the Federal Student Aid website. Director Raisor confirmed that it was now up and running to import their tax transcripts.

Chair Lucero asked what an official tax transcript was and how you can get a copy. Director Raisor explained both as well as how it is used in the verification process.

7.C. Request to Approve the Purchase of Greens Peak Site Building and Property Rights
CIO Way addressed the Board and reviewed the request to Purchase the Greens Peak Site Building and Property Rights which is a budgeted item.

Mr. Lucero asked how much the Lease for the land was. CIO Way estimated the lease to be between \$200 and \$250 per year paid to the Forest Service.

Mr. Matteson asked who was utilizing the other space in the building currently. CIO Way noted that the remainder of the building was currently vacant.

Mr. Leslie asked if the Forest Service would also have to approve the purchase. CIO Way noted that the land lease was transferrable, which was included in the purchase, and the current lease runs to 2047.

Mr. Matteson made a motion to approve the Purchase of Greens Peak Site Building and Property Rights for a cost of \$60,000 as presented. Mr. Leslie seconded. The vote passed upon a roll-call vote with Mr. Jouen, Mr. Matteson, Chair Lucero, Mr. Leslie, and Mr. Peaches voting in favor. There were no votes against.



7.D. IGA for Regional Connector Transit Service

CBO Ellison reviewed the IGA for the Regional Connector Transit Service noting that the college had been a partner since the Transit Service's inception.

Chair Lucero asked if the different partners paid different amounts. President Vest noted that, as the County utilized the entire service, they paid a much larger share of the costs whereas the other partners, who only utilize portions of the service, paid much less. Mr. Matteson also commented that a federal grant paid for ninety percent of the service.

Mr. Jouen asked if there was language in the IGA to add another partner. CBO Ellison noted that there was no specific language in the IGA but it could be amended in the future to increase participation.

Mr. Matteson made a motion to approve the IGA for Regional Connector Transit Service as presented. Mr. Peaches seconded. The vote passed upon a roll-call vote with Mr. Jouen, Mr. Matteson, Chair Lucero, Mr. Leslie, and Mr. Peaches voting in favor. There were no votes against.

7.E. Establish Reserve for Construction of Facilities at White Mountain Campus

CBO Ellison reviewed the request to set aside \$20 million in funds for potential construction requests at the White Mountain Campus.

Mr. Matteson made a motion to approve the establishment of a Reserve for Construction of Facilities at White Mountain Campus as presented. Mr. Leslie seconded. The vote passed upon a roll-call vote with Mr. Jouen, 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 SPASC was currently reviewing the Criterion Arguments for the Higher Learning Commissions visit next year and would tackle Criterion Three at this week's meeting. New priorities would also be reviewed and come to the Board at the November meeting.

8.B. President's Report

President Vest reminded the Board that EagleFest was scheduled at the Painted Desert Campus this Saturday beginning at 10am. A contingent from the college, led by Vice President Jackson, would present a consortium plan to Superintendents, at their next meeting, to take the current TALON plan and operationalizing it for the long term. President Vest also reminded the Board of the HLC Annual conference in April 2019 noting that registration was open and asked, if any Board Member was interested, that they let the college know as soon as possible.



Mr. Leslie asked how the Free Expression process was progressing. President Vest noted that this item had been removed from the agenda at the last minute as we were waiting for a joint community college attorney's version on how to implement.

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

Chair Lucero suggested discussion on a Training for Board members he heard about which takes place in Phoenix and he would provide further information. Chair Lucero also asked for discussion on expanding the Nursing program at the Winslow campus.

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, November 20, 2018

Agenda Item 11: Adjournment

The meeting was adjourned at 11:18 a.m. upon a motion by Mr. Matteson, a second by Mr. Peaches. The vote passed upon a roll-call vote with Mr. Jouen, 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

