

Navajo County Community College District Governing Board Meeting Minutes

January 15, 2019 – 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; Mr. Elias Jouen.

Governing Board Member Present by Phone:

Governing Board Member Absent:

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

Others Present: Michael Chance; Everett Robinson; Victor Love; Mike Solomonson; Nicole Ulibarri; Ann Hess; Betsy Wilson; Gail Campbell; Jeremy Raisor; Jason LaBute; Peggy Belknap; Paul Moffitt; Curtis Stevens; Mark Ford; Mike Meeks; Victor Love; Bobbi Sample; Judy Yip-Reyes; David Huish; Ernie Hess; Josh Rogers; Amber Hill; David Glennon; Donna Miller.

Agenda Item 1: Call to Order and Pledge of Allegiance

Chair Lucero called the meeting to order at 10:00a.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 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 3: Election of Board Officers

Mr. Matteson nominated the current slate of officers to remain in their current roles. (Mr. Lucero to remain as Chair, Mr. Peaches to remain as Secretary, and Mr. Lucero to remain as Arizona Association of District Governing Boards (AADGB) Representative.). 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.

Agenda Item 4: Call for public Comment

No Public Comment.



Agenda Item 5: Reports

5.A. Financial Position

CBO Ellison reviewed the financial position report with the Board noting that the Federal shutdown had not had a significant affect yet.

Mr. Matteson asked about a red line item for \$117,000. CBO Ellison responded that this was her calculation field and should have been removed before publishing.

Mr. Leslie asked how any changes to the bookstore might affect students and their Cost of Attendance (COA). CBO Ellison provided a background on bookstore operations and the multiple options available to purchase, rent, and sellback text books. CBO Ellison also described the Voucher program available to students for getting their textbooks.

Mr. Jouen asked how competitive the current vendor was. CBO Ellison reviewed the contracts that the college had entered into with the vendor and how it benefits students with discounts. The onus is on the student to search for the best price available, which may not always be the online bookstore.

5.B. NPC Friends and Family

Director Wilson addressed the Board and reported on recent activities, successes, and upcoming events for Friends and Family highlighting the platinum rating that Friends and Family received from GuideStar, which rates non-profit organizations on a number of factors.

Director Wilson also noted the efforts to reconnect with the communities we serve by presenting at City and Town Council meetings.

5.C. Faculty Association

Faculty Association President, Dr. Mike Solomonson, addressed the Board and reported on recent activities from the Faculty Association before introducing Mark Ford, faculty in Film and Digital Video, who showed a short video created by his students for a “Support your Local Theater” event in Winslow.

5.D. Strategic Planning and Accreditation Steering Committee

Dr. Judy Yip-Reyes addressed the Board and provided the first report and training on Accreditation in preparation of the Higher Learning Commission Comprehensive visit, scheduled for November, highlighting the role of the Board in a visit after prompting from Mr. Matteson. President Vest also noted how interactions with the Board may take place.

Mr. Jouen noted that the Commission may request to meet with community members and noted the current community outreach efforts will go a long way in preparing for this.

Dr. Yip-Reyes provided next steps for both the Board and the college as a whole and asked the Board to provide any questions they have to President Vest so training topics could be updated.



Mr. Jouen asked if the Commission would reaccredit the college for another 10 years. President Vest noted that there were a number of potential outcomes from a visit and provided examples.

Mr. Leslie asked if the current search for a Vice President for Learning and Student Services might have an effect on the visit. President Vest responded that the position should be filled but also noted the commission would look at stability within the college and may have questions.

Mr. Jouen asked if the Commission would be housed in Holbrook for their visit. President Vest responded that for the previous two visits they had requested to be based in Holbrook and he would expect the same to be true for this visit.

5.E. Human Resources

Written report.

5.F. NPC CASO

Written report.

5.G. NPC Student Government Association

No Report.

Agenda Item 6: Consent Agenda

- A. **December 18, 2018 Regular Board Minutes;**
- B. **December 18, 2018 Work Session Minutes**
- C. **Intergovernmental Agreement** between Navajo County Community College District and Apache County
- D. **Policies 1000 through 1087**
- E. **Curriculum Modifications:**
 - a. Program Modifications - CON AAS, CAS, CPs (3) Construction Technology
 - b. Program Modification of General Education Course Options
 - c. Program Modifications of CIS AAS, CAS, CPs
 - d. Program Deletions of CIS AAS, CAS, CPs
 - e. Program Modification of BUS ABUS and AAS, CAS, CP (5 areas of specialization)

Mr. Matteson made a motion to approve the consent agenda. 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 7: Old Business

No old business.

Agenda Item 8: New Business

8.A. Review and Accept Financial Audit and Single Audit Report

CBO Ellison addressed the Board and stated staff recommends the acceptance of the Financial and Single Year Audits and introduced members of the State Auditing team who were present to discuss the audit process and review their findings.



Donna Miller, Financial Audit Director, addressed the Board and provided some background on her professional experience and noted the requirements they followed in an audit. Ms. Miller stated that the Financial Statements Audit was issued with a clean opinion.

Mr. Matteson asked if the audit was confined to the finances of the district or if other areas were reviewed. Ms. Miller responded that the main focus was on finance and compliance but would also look at internal control environment, such as policy and procedures and if they were followed. CBO Ellison noted that non-material findings were discussed with the auditors and would be addressed as needed.

Mr. Jouen asked how much emphasis was given to Procurement and Asset Management. Ms. Miller responded that emphasis would change depending on the situation and more might be given if it was part of a federal grant where requirements were more stringent. Chair Lucero asked if the minimum state requirement was followed to which Ms. Miller responded that they looked at College policy to make sure it was adhered to and the Board would be informed if their policy was not to a sufficient standard.

Mr. Matteson asked if the auditing team considered the college a branch of the state. Ms. Miller noted the college was a political sub-division of the state.

Ms. Millar reviewed the risk assessments that must be performed as part of the audit process which looked at internal controls on large dollar purchases, assessing the risk of fraud.

Mr. Glennon, Audit Manager, addressed the Board and reviewed the two findings contained in the Single Audit Report, relating to the Information Services area of the college, and recommendations they provided.

Mr. Leslie asked if the current vacant positions, Database Administrator and Security Coordinator, would help address the findings, if filled. CIO Way responded that both positions would help in responding to the findings but that a large portion of the finding was on the lack of documented procedures, procedures that are followed within the department but not documented in the correct way, and this is being addressed currently.

Chair Lucero called for a ten minute break at 11:25am.

*Mr. Matteson made a motion to accept the Financial and Single Year Audits as presented. Mr. Leslie seconded the motion. **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.***

8.B. Request to Approve Hearing Officers

President Vest addressed the Board and stated that the college asks the Board to approve a list of external Hearing Officers each year.



*Mr. Matteson made a motion to approve the list of Hearing Officers as presented. Mr. Leslie seconded the motion. **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.***

8.C. Request to Approve Standards of Conduct Policy

President Vest asked the Board to approve a new Policy on Standards of Conduct, which they originally saw at the December meeting.

*Mr. Matteson made a motion to approve the Standards of Conduct Policy as presented. Mr. Peaches seconded the motion. **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.***

8.D. Students Receiving Financial Support

Interim VPLSS Jackson addressed the Board and provided a verbal report on the types of Financial Support that students were receiving and the number of students benefitting.

Mr. Matteson confirmed the use of Pell money in the figures provided.

Chair Lucero also asked for a definition of private scholarships, which VPLSS Jackson provided, and asked if a comparison to other colleges in the state could be provided. VPLSS Jackson noted that he did not have that data available.

8.E. Request to Re-approve Multiyear Contract with EBSCO

Interim VPLSS Jackson reviewed the request to re-approve a multiyear contract with EBSCO noting this was the second time the Board was seeing the request as the contract terms, and therefore cost, had changed to \$73,199.

Mr. Leslie asked how the additional six months was missed in the initial request to the Board. VPLSS Jackson responded that the college had received two quotes from EBSCO. The first did not include the six month bridge to the full three year contract.

Mr. Jouen asked if the college had a practice of allowing 10% leeway for purchases. CBO Ellison responded that this was not in the current procedure but is something that could be looked at during the current review of purchasing procedures.

*Mr. Matteson made a motion to Re-approve the Multiyear Contract with EBSCO as presented. Mr. Leslie seconded the motion. **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.***

8.F. Request to Re-Approve Purchase of Anatomage Tables

Interim VPLSS Jackson reviewed the request to re-approve the purchase of two Anatomage Clinical tables noting the requirement of Use Tax which increased the final price to \$119,295.20.



*Mr. Matteson made a motion to Re-approve the Purchase of two Anatomage Table, in the amount of \$119,295.20 as presented. Mr. Leslie seconded the motion. **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.***

8.G. Review of “Request for Qualifications (RFQu) for Design and Architect Services” and “Construction Manager Job Description”

CBO Ellison reviewed the RFQu for Design and Architect Services as well as the job description for a Construction Manager.

Mr. Matteson suggested that the college should follow state law in the issuing of the RFQu and not the exemption granted to political subdivisions. Mr. Jouen also noted concerns about valuing a firm on cost rather than qualifications and reputations. CBO Ellison noted that the college was not bound by the exemption and the document could be changed to follow state law as well as possibly provide the option of multiple design firms for each project.

Mr. Matteson suggested a new Master Facilities Plan should be drafted as the initial phase of the project.

Mr. Matteson suggested asking that the desired qualifications, for the Construction Manager position, include the Construction Management Association of America (CMAA) certification as well as certification in a computer modelling software.

8.H. Request to Approve the purchase of Network Switches, Licensing, and Support

CIO Way addressed the Board and reviewed the request to purchase Network Switches, Licensing, and Support, as part of a National IPA, from CDW-G for a total price of \$124,544.75 which includes applicable sales tax.

Mr. Jouen asked if community colleges were eligible for E-Rate funding. CIO Way responded that they were not.

Mr. Matteson asked what the IPA was. CIO Way described the national consortium or co-op that school districts, non-profit, and higher education institutions can take advantage of to leverage best prices. Mr. Matteson asked if this was by-passing a competitive bid process. Mr. Jouen asked if this was a request to piggyback on a competitively awarded state contract. CIO Way noted this was essentially the same as a state contract. Mr. Jouen noted that he was aware of these contracts were awarded and it was a very aggressive process to receive the lowest pricing and was confident that this was a competitive prices with a bidding process already completed by the National IPA.

*Mr. Peaches made a motion to table the item. **The motion failed for lack of second.***

CBO Ellison added that the college does want to use a competitive bid purchase process where possible and current procedure allows the college to piggyback on the competitive bid process of consortiums and contracts, which the National IPA is an example of.



Mr. Jouen made a motion to piggyback on the contract awarded by National IPA, contract number 2018011-01, for the purchase from CDW-G for a total amount of \$124,544.75. Mr. Matteson seconded. The vote passed upon a roll-call vote with Mr. Jouen, Mr. Matteson, Chair Lucero, and Mr. Leslie voting in favor. Mr. Peaches abstained. There were no votes against.

8.I. Request to Approve the purchase of a Data Storage, Service, and Support Solution

CIO Way reviewed the request to approve the purchase of Data Storage, Service, and Support Solution from CDW-G, as part of a National IPA, for a price of \$124,779.54. CIO Way noted that this was a budgeted item.

Chair Lucero confirmed that this was for on-site storage.

Mr. Jouen made a motion to piggyback on National IPA contract R160201 for the procurement of Tegile storage in the amount of \$124,779.54. Mr. Matteson seconded. The vote passed upon a roll-call vote with Mr. Jouen, Mr. Matteson, Chair Lucero, and Mr. Leslie voting in favor. Mr. Peaches abstained. There were no votes against.

Agenda Item 9: Standing Business

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

Interim VPLSS Jackson introduced Ann Hess, Director of Marketing, who provided a review of the new website which has been a priority for SPASC and the college. Director Hess noted the increased security provided with the new website as well as a mobile friendly look.

9.B. President's Report

President Vest asked the Board to consider reinstating a regular Study Sessions each month to address Construction and Accreditation topics. It was suggested convening at 9:30am, on regular Board meeting days, for the Study Sessions.

President Vest noted the legislature was back in session and he would be meeting with local representatives and particularly Senator Allen on a Bill she is proposing for Proposition 301 funds. President Vest also noted the impact of the Federal Government shutdown to students.

9.C. Agenda Items/Informational Needs

Continuing updates regarding Financial Aid – Mr. Leslie

A policy or procedure discussion on utilizing the state requirements for purchasing rather than Political Subdivision exemptions – Chair Lucero

Discussion on sole source policy and/or procedure as well as procedure on hiring consultants – Chair Lucero

Agenda Item 10: Board Report/Summary of Current Event

Mr. Jouen apologized for missing the December Board meeting due to an Audit meeting with the City of Winslow.

Agenda Item 11: Announcement of Next Regular Meeting: Regular District Governing Board meeting February 19, 2019.



Agenda Item 12: Adjournment

The meeting was adjourned at 12:37 p.m. upon a motion by Mr. Matteson, a second by Mr. Jouen, and a unanimous affirmative vote.

Respectfully submitted,



Paul Hempsey
Recording Secretary to the Board

APPROVED

