

# Navajo County Community College District Governing Board Meeting Minutes

February 19, 2019 – 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. Elias Jouen.

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

**Governing Board Member Absent:**

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

**Others Present:** Kim Reed; Randy Hoskins; Judy Yip-Reyes; Peggy Belknap; David Huish; Matt Weber; Jeremy Raisor; Pat Lopez; Mike Solomonson; Ernie Hess; Betsy Wilson; Amber Hill; Chris Roediger; Veronique Diallo, Toni Gibbons; Victor Love.

**Others Present by Phone:** Everett Robinson; Ann Hess;

## **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 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: 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 noting the college was on track with expected revenues for the year.

Chair Lucero asked if there was an estimate on potential repayments due to the Transwestern lawsuit. CBO Ellison provided an estimate and noted it would show as a potential reduction in the upcoming budget.



Mr. Jouen asked for clarification on how restricted and unrestricted funds were used and CBO Ellison provided an explanation. Mr. Jouen asked what general funds were used for auxiliary purposes and why. CBO Ellison showed the \$300,000.00 transfer made annually and explained what the funds were used for. Mr. Lucero asked which of the auxiliary activities was using the most of the transferred funds to which CBO Ellison responded that it was fairly even.

#### ***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 Pedal the Petrified event planned for Saturday, September 14<sup>th</sup>, 2019 mentioning that she was always looking for volunteers to help.

Director Wilson also provided an update on Community Outreach efforts that she was spearheading.

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

Dr. Mike Solomonson, Faculty Association President, addressed the Board and noted the written report included in the packet before introducing Pat Lopez, Faculty in Biology, who shared a report on the sabbatical she took in the Fall 2018 semester.

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

Written Report.

Mr. Matteson highlighted the hiring of a Faculty in the CIS department and asked how difficult the search was. Director Roediger noted the position had been open for the best part of two years and they were glad to have found a quality candidate. VPLSS Jackson noted that it was the quality of life in the White Mountains that was the large selling point for the well qualified individual with a wealth of knowledge gained in the private sector.

Mr. Leslie confirmed that, with the hire of the Financial Aid Technician, that the department was now fully staffed. VPLSS Jackson confirmed that it was.

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

Written Report.

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

No Report.

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

- A. **January 15, 2019 Regular Board Minutes**
- B. **Policies 1100 through 1180**
- C. **Curriculum Modification:**
  - 1. Program Modifications of AAEE and EDU CP Education Professions
  - 2. Program Modification of FDV AAS, CAS, CPs (2)
  - 3. Program Modification of FRS AAS, CAS, CPs (3)



*Mr. Matteson made a motion to approve the consent agenda as presented. Mr. Jouen 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 6: Old Business**

None.

#### **Agenda Item 7: New Business**

##### ***7.A. Institutional Effectiveness Report***

Director Yip- Reyes addressed the Board and provided an update on the work completed by the Institutional Effectiveness department.

Mr. Leslie asked for a report on what the student survey showed might not be working at the college, so that an effort could be made to address issues. Director Yip-Reyes offered to bring details to the May Board meeting.

##### ***7.B. Request to Accept the 2017-18 Audited Annual Budget Expenditure Limit Report***

CBO Ellison presented the 2017-18 Audited Annual Budget Expenditure Limit Report and noted the use of carry forward in the amount of \$293,926.

*Mr. Matteson made a motion to accept the 2017-18 Audited Annual Budget Expenditure Limit Report as presented. Mr. Jouen 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.C. Request to Approve Adjustment to Fiscal Year 2018 Adopted Budget***

CBO Ellison reviewed the request to adjust the Fiscal Year 2018 adopted budget noting that this is an annually occurring housekeeping activity.

*Mr. Matteson made a motion to approve the Adjustment to the Fiscal Year 2018 Adopted Budget as presented. Mr. Jouen 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. Request to Approve SAVE Cooperative Agreement***

CBO Ellison reviewed the request to Approve the SAVE Cooperative Agreement and the request to Approve Purchasing Association of Cooperative Entities (PACE) Inter-Local agreement at the same time and noted that the hope was to continue to find ways to save the college money.

Mr. Jouen asked what types of items or services the PACE cooperative might offer. CBO Ellison responded that the college was looking at materials and services but would have a better idea after being a member for a year.



*Mr. Matteson made a motion to approve the SAVE Cooperative Agreement 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.E. Request to Approve Purchasing Association of Cooperative Entities (PACE) Inter-Local Agreement***

*Mr. Matteson made a motion to approve the Purchasing Association of Cooperative Entities (PACE) Inter-Local Agreement 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.F. 2019-20 Introductory Budget Analysis***

CBO Ellison reviewed the Introductory Budget Analysis noting that the college did not have an approved state budget to work from yet so best estimates were being used. CBO Ellison highlighted the assumption that the college would assess a maximum property tax increase unless the board indicated they would like to see something different. It was asked if two budgets could be prepared with the second showing the use of the lower Property Tax increase.

Mr. Jouen spoke of the possible dangers of not increasing by the maximum allowable amount and the loss of revenues that would be incurred and also recommended not asking staff to provide two budgets due to the amount of additional work required. CBO Ellison mentioned that the figures provided would continue to be re-evaluated as information was received and that two budgets had already been started due, in part, to the situation experienced last year at the budget hearings.

President Vest offered information on legislative efforts surrounding the Transwestern lawsuit.

Mr. Jouen confirmed that the college would be required to hold a public meeting if it were to assess the maximum Property Tax increase. CBO Ellison confirmed this would be the case.

***7.G. 2019-20 Tuition and Fees – First Read***

CBO Ellison reviewed the 2019-20 Tuition and Fees schedule, as it currently stands, and mentioned this was the third year of the three year tuition cycle, adopted by the Board in 2017, and staff intended to present a new three year cycle to allow students to prioritize their educational needs.

Mr. Jouen asked what the driving factor behind fee increases were. VPLSS Jackson explained how increasing costs of materials and the need for safety equipment in labs were major driving factors.

Mr. Matteson confirmed that Northland Pioneer College still offered the lowest tuition in the state. President Vest confirmed and noted the gap was actually growing.



### ***7.H. Request to Approve Purchase of PowerFAIDS Software***

Director Raisor provided an overview of the recommendation to Purchase PowerFAIDS for the Financial Aid department and noted that it had not been placed on the agenda as an action item and would therefore have to come back to the Board at the next meeting. There was some confusion on the scoring of the potential vendors that Director Raisor addressed and offered to bring more detail to the March meeting.

Mr. Jouen asked if the annual increase of between six and eight percent was correct. Director Raisor noted that it was and seemed to be an industry standard and due to the continual support and required software updates provided by the company which would encompass any changes made at the federal and state level.

Mr. Leslie asked how the purchase of PowerFAIDS will improve the Financial Aid process for students. Director Raisor responded that this was part of the Financial Aid priority approved by the Board and PowerFAIDS software would help automate some of the Federal Compliance reporting and awarding processes and determining continued eligibility, all of which are very manual and time consuming for employees.

Director Raisor commented that he did not identify any major limitations to the software that would prevent the college using it effectively compared to the current process in place and the two software purchases, PowerFAIDS and CampusLogic, would complement each other. Director Raisor explained the significant price difference in the two quotes after a question from Mr. Jouen.

### **Agenda Item 8: Standing Business**

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

VPLSS Jackson addressed the Board introduced Director Roediger and Veronique Diallo who reported on the Training portion of the current Enrollment Management Strategic Priority providing an overview of the Camtasia software which will allow staff to create custom trainings and not rely solely on the third party SafeColleges option.

Mr. Matteson asked how staff and faculty would be encouraged to take advantage of training modules and the software to create their own material and how it would be measured. Ms. Diallo noted that SafeColleges did a great job of monitoring employee use and completion of required and suggested courses. Ms. Diallo also responded that current employees are dedicated to excellence and providing a tool that can assist them should be enough to see them take advantage of it. VPLSS Jackson also noted that the Strategic Priorities were created at the request of employees and this is where the Training portion came from so they had already bought in to the idea.

Mr. Lucero asked if students would also benefit from SafeColleges or custom trainings. Ms. Diallo responded that due to her experiences at the college as a student that she had multiple ideas for tutorials to assist students in all facets of college attendance.



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

President Vest mentioned that there was now competing bills on the future of Proposition 301. President Vest met with Senator Allen and Representative Blackman at the Northeastern Arizona Training Center to discuss the needs for the facilities and the potential of state funding. President Vest also noted that Expenditure Limit was becoming an increasing problem for all community colleges and there was a desire to move forward with a legislative effort to address it. Finally a Spring retreat for the Board was mentioned and potential dates will be sent to Board members for consideration.

### **8.C. Agenda Items/Informational Needs**

None.

#### **Agenda Item 9: Board Report/Summary of Current Event**

Mr. Leslie reported that he met with Congressman O'Halleran's representatives in Whiteriver and see students in the Construction program hard at work.

**Agenda Item 10: Announcement of Next Regular Meeting:** Regular District Governing Board meeting on Tuesday, March 19, 2019.

#### **Agenda Item 11: Adjournment**

*The meeting was adjourned at 12:18 a.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

