

Navajo County Community College District Governing Board Meeting Minutes

April 16, 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. Elias Jouen; Mr. Derrick Leslie.

Governing Board Member Present by Phone:

Governing Board Member Absent:

Staff Present: President Mark Vest; Vice President for Administrative Services (VPAS) Maderia Ellison; Interim Vice President for Learning and Student Services (VPLSS) Rickey Jackson; Recording Secretary to the Board Paul Hempsey.

Others Present: Kim Reed; Everett Robinson; Ann Hess; Matt Weber; Kelli Freeman; Allison Landy; Judy Yip-Reyes; Terrie Shevat; Denise Wiseman-Stow; Claude Endfield; Mike Solomonson; Pam Dominguez; Bobbi Sample; Cindy Hildebrand; Rebecca Hunt; Colleen Readell; Larry Hildebrand and family; Chris Roediger; Sandy Manor; Josh Rogers; Betsyann Wilson; Gail Campbell; Eleanore Hempsey; Pat Lopez; Susan Hoffman; Emma Hillend; Paul Moffitt; Kipp Welch; Ernie Hess; Mindy Neff; Curtis Stevens; Jason LaBute; Lauren Maestas; Donna Soseman; Ken Wilk; Eric Madrid; Jeremy Raisor; Luci Wytewa; Toni Gibbons; David Huish; Wei Ma; Martin Lucas; Kathy McPherson; Tina Boyer; Amber Hill; Nicole Ulibarri; Rochelle Lacapa; Eric Henderson; Amy Grey.

Others Present by Phone:

Agenda Item 1: Call to Order and Pledge of Allegiance

Chair Lucero called the meeting to order at 10:02 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 – VPAS Ellison

VPAS Ellison addressed the Board and reviewed the Financial Position Report noting that the budget usage looks light but this is due to unspent funds for Construction at the White Mountain Campus which would roll over to the next fiscal year.

4.B. NPC Friends and Family – Director Wilson

Director Wilson addressed the Board and provided an update on recent events highlighting the huge success of Arizona Gives Day which raised a total of \$33,337.

Director Wilson also updated the Board on the Community Outreach efforts of the college.

4.C. Faculty Association

Dr. Mike Solomonson, Faculty Association President, addressed the Board and offered support for the proposed salary increase that the Board would vote on later in the meeting. Dr. Solomonson noted the difficulties in hiring and retaining faculty on current salary schedules as well as the benefits to hiring classified staff, especially in the Information Services area, where some positions have remained unfilled for over a year.

Mr. Lucero offered his opinion that there should not be a percentage increase across all positions and there was no good way to make comparisons with other community colleges or districts. Dr. Solomonson noted that the top tiers of employees would only receive a 4% pay rise and that NPC competes against other educational institutions for employees. Mr. Matteson agreed and suggested the Human Resources office should have a comprehensive look at the salary structure at the college.

4.D. Human Resources

Written Report. Director Roediger provided a verbal update on a couple of positions.

4.E. NPC CASO

No Report.

4.F. NPC Student Government Association

Written Report.

Agenda Item 5: Consent Agenda

- A. **March 19, 2019 Regular Board Minutes**
- B. **March 19, 2019 Work Session Minutes**
- C. **Policy 1121 – Emergency Response**
- D. **Curriculum Modification:**
 - 1. Program Modification for EMT AAS, CAS, CP

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. 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. Outstanding Alumnus Award Winner – Spring 2019

Rebecca Hunt spoke on behalf of Claude Endfield who then presented the Outstanding Alumnus Award Winner for Spring 2019 to Luci Wytewa. Luci Wytewa thanked Claude Endfield for helping her get where she is today and felt humbled to receive this award.

7.B. Request to Approve Emeritus Status - Lynn Browne- Wagner

President Vest addressed the Board and requested the approval of Emeritus status for retiring faculty member Lynn Browne-Wagner.

Mr. Matteson made a motion to Faculty Emeritus Status for Lynn Browne-Wagner. 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.C. Presentation of Meritorious Service and Emeritus Awards

a. Lynn Browne-Wagner

Lynn Browne-Wagner could not be in attendance and the presentation will be moved to another Board meeting.

b. Hallie Lucas

President Vest presented the Meritorious Service Award to Hallie Lucas, and thanked Hallie for helping him personally and professionally but that the Deans and Faculty will miss her even more. Hallie Lucas stated that it had been an honor and privilege working at NPC and it was the best employer in the mountains in her opinion.

c. Everett Robinson

Director Hess presented the Meritorious Award to Everett Robinson thanking him for all the hard work he has done over the last 20 years at the college. Everett Robinson commented that he wasn't sure if he was ready for the next chapter in his life and would miss the college a lot, but would still be in the area and connected to the college in some way.

d. Cindy Hildebrand

President Vest presented the Meritorious Service Award to Cindy Hildebrand noting she was the second person he met after joining the college, and first to insult him. Cindy Hildebrand noted that after 37 years of service the college gives her "the bird", referencing the eagle statue presented to her, and offered some advice to the other retirees.



7.D. Enrollment Report

VPLSS Jackson addressed the Board and provided an Enrollment report at the college noting the year-to-year decline and suggesting possible reasons why.

Mr. Matteson asked what could be done by the college to improve numbers. VPLSS Jackson offered some suggestions which included the start of two new programs, in the Fall semester, to meet the needs of the communities we serve.

Mr. Lucero asked if the number of students in the new Surgical Tech program would be capped. VPLSS Jackson noted that there would be an initial cap of twenty students at the White Mountain Campus but the hope would be to expand to the Little Colorado Campus in the future and Dean McGinty was meeting with the Little Colorado Medical Center to this end.

Mr. Leslie asked if the program reviews with student input, that he read about in the assurance arguments, were taking place. VPLSS Jackson responded that they were, on a cycle, and reports would continue to come to the Board. Mr. Matteson asked if the college received input from the community that could be helpful to increase enrollment. VPLSS Jackson noted the advisory boards set up within the communities and noted the renewed attempts to make community outreach a college wide effort and it was beginning to show results. President Vest noted that the demographics of the county was working against us with a shrinking population of school districts. Mr. Jouen noted that the college should try to have a seat at the table during community's economic development discussions. Mr. Leslie asked if the college had considered changing the format of some of the outreach efforts to see if the results change. VPLSS Jackson noted efforts already underway with a specific example with Workforce Investment.

7.E. Request to Approve Late Course Fees for 2019-2020

VPAS Ellison reviewed the request to approve additional 2019-2020 Fees noting that had been submitted late by the instructional division.

Mr. Matteson made a motion to approve the additional 2019-2020 Fees 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

VPAS Ellison reviewed an analysis of budget options that had been presented to the Board at the March meeting noting the information had not changed and there was still no state budget to work from.

Mr. Leslie asked if there was an update on the Cholla Power Plant closure. President Vest noted ongoing efforts at the Power Plant but that there was still no definitive decisions or timeframes offered.

Mr. Leslie asked where monies would come from if the college was forced to reduce their budget. VPAS Ellison responded that the college would most likely look at contingency funds as well as fund balance in the case of a decrease.



Mr. Jouen confirmed that the 5% salary increase would be included in the budget and asked how declining enrollment might affect staffing at the college. President Vest responded that the declines in enrollment were coming from High School Dual Enrollment which had little effect in college staffing. Mr. Leslie noted that he had attended a Blue Ridge USD Board meeting and noted that they were pushing additional AP classes which they felt had a higher appeal to many institutions. President Vest described the differences between AP classes and Dual Enrollment noting benefits and drawbacks for both.

7.G. Request to Approve 2019-2020 Wage and Salary Schedule

VPAS Ellison reviewed the request to request to approve the 2019-2020 Wage and Salary Schedule noting that that college had elected to eliminate the Professional Non-Exempt category that was no longer necessary.

Mr. Lucero commented that he felt the support staff should be receiving a higher increase than other categories of staff. VPAS responded that it was an option for staff to look at but what is being presented was the result of a collaborative effort from all areas of the college and one that was agreed upon by each group at the table.

*Mr. Matteson made a motion to approve the 2019-2020 Wage and Salary Schedule as proposed, with the proviso that a salary study be completed and provided to the Board at the next meeting. Mr. Peaches seconded. After discussion Mr. Matteson amended the motion to allow staff to provide the information from a salary study when it could be completed. **The vote passed upon a roll-call vote with Mr. Jouen, Mr. Matteson, Mr. Leslie, and Mr. Peaches voting in favor. Chair Lucero voted against.***

7.H. First Read – 2019-2020 Primary Property Tax

VPAS Ellison reviewed the three options for the Primary Property Tax levy for 2019-2020.

7.I. Request to Approve 2019-2020 Preliminary Budget

VPAS Ellison reviewed the request to approve the 2019-2020 Preliminary Budget, which utilized option two of the Primary Property Tax levy.

Mr. Lucero asked if money could be included in the currently presented budget for an additional salary increase for the support staff. VPAS noted that money could be utilized from contingency funds. Mr. Jouen asked how much contingency the college has set aside in previous years and how much has generally been used in the past. VPAS Ellison noted that the college has generally tried to maintain a contingency, for all college operations, of \$1 million, and had not generally used more than \$100,000 in any of the previous five years.

*Mr. Matteson made a motion to approve the 2019-2020 Preliminary Budget as proposed and 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.J. Request to Approve 2019-2022 Preliminary Capital Budget

VPAS Ellison reviewed the information provided with the request to approve the 2019-2022 Preliminary Capital Budget.

Mr. Matteson made a motion to approve the 2019-2020 Preliminary Capital Budget 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.K. Request to Approve Purchase of Lifecycle Replacements

President Vest reviewed the request to approve the purchase of computer Lifecycle Replacements for a total price of \$497,327.66.

Mr. Matteson made a motion to approve the purchase of Lifecycle computer equipment 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.L. Request to Approve Contract for Removal and Replacement of HVAC Equipment for Aspen Center in Show Low

VPAS Ellison reviewed the request to approve a contract with Jovos, Inc. for the amount of \$199,377.63 to remove and replace the HVAC equipment in the Aspen Center in Show Low.

Mr. Jouen asked for clarification on the difference in bids and whether the college would expect to receive many change orders that will affect overall cost. Director Huish offered his opinion on the difference in bids, noting he was comfortable with the bid received from Jovos, Inc. He went on to note that change orders were a given on projects and while the hope was for reductions in cost that was unusual so each would be dealt with as they came in.

Mr. Matteson made a motion to approve the Contract for Removal and Replacement of HVAC Equipment for Aspen Center in Show Low, for the amount of \$199,377.63, as recommended by staff. 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

VPLSS Jackson re-introduced Director Roediger who provided an update on the attempts to improve internal communication at the college, which is part of Priority two of the Strategic Plan.

8.B. President's Report

President Vest noted that he would be providing a list of all the ceremonies and completer's events in his weekly report. The college took students to Skills USA and won 7 gold, 10 silver, and 3 bronze medals. 6 students will be eligible to travel to National finals.



8.C. Agenda Items/Informational Needs for future meetings

Mr. Leslie asked that staff address a letter provided to the Board from a student.

Agenda Item 9: Board Report/Summary of Current Event

Mr. Jouen addressed his attendance at the Higher Learning Commission Annual Conference in Chicago and how he feels the Board need to be prepared for the Accreditation visit in November.

Agenda Item 10: Announcement of Next Regular Meeting: Regular District Governing Board meeting on Tuesday, May 21, 2019.

Agenda Item 11: Adjournment

The meeting was adjourned at 12:32 a.m. upon a motion by Mr. Matteson and a second by Mr. Leslie. 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

