

# Navajo County Community College District Governing Board Meeting Minutes

June 18, 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; 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; Judy Yip-Reyes; David Huish; Ryan Jones; Robert Theobold; Peggy Belknap; Matt Weber; Rebecca Hunt; Susan Hoffman; Kathy McPherson; Jill Sartain; Kenny Keith; Brooklee Finch; Brinley Finch; Shelly Finch; Shawn Keith; Allison Landy; Lauren Maestas; Amber Hill; Wei Ma; Tracy Mancuso; Jeremy Raisor; Inez Schaechterle; Toni Gibbons; Lori Moore; Shawntel Skousen; John Stigmon; Gail Campbell; Terrie Shevat; Chris Roediger.

**Others Present by Phone:**

## **Agenda Item 1: Call to Order and Pledge of Allegiance**

Chair Lucero called the meeting to order at 10:03 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.

### **4.B. NPC Friends and Family – Director Wilson**

No Report.



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

Inez Schaechterle, Faculty Association President, addressed the Board and reviewed the decision by Faculty Association to nominate Kenny Keith for Emeritus status.

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

Written Report.

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

Rebecca Hunt, incoming President of the CASO organization, introduced herself and reported that CASO does not meet during the summer but were currently gathering items for the Silent Auction that will take place during the August Convocation.

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

Lori Moore, addressed the Board and provided a background on her time as a student at Northland Pioneer College (NPC), noting the help that Betsyann Wilson, Director of Friends and Family, and Jennifer Bishop, Chair of the Business Department, provided. Ms. Moore then provided a report of her time with the Phi Theta Kappa - Alpha Gamma Tau chapter at NPC and the efforts to move the chapter forward and increase active membership.

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

- A. **May 21, 2019 TNT Hearing Minutes**
- B. **May 21, 2019 Budget Hearing Minutes**
- C. **May 21, 2019 Special Board Meeting Minutes**
- D. **May 21, 2019 Regular Board Minutes**

*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. Request to Approve Emeritus Status – Kenny Keith**

President Vest addressed the Board and noted his support for the nomination of Kenny Keith as Faculty Emeritus.

*Mr. Matteson made a motion to approve Emeritus Status for Kenny Keith. 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.B. Presentation of Emeritus Award – Kenny Keith**

Inez Schaechterle presented Kenny Keith with a drawing of a snake that she just completed, as his actual award had not arrived. Mr. Keith thanked the college and hoped he would always be part of the NPC family.



### ***7.C. Presentation from Small Business Development Center***

Tracy Mancuso, Director of the Small Business Development Center (SBDC) at NPC, addressed the Board and provided a little background on the SBDC at the college and the impact they have in the college service center. Director Mancuso then introduced Robert Theobold, from the Arizona Commerce Authority (ACA), who the SBDC was partnering with, who provided a presentation for the Board. Mr. Theobold described the history of the ACA and their goals for the future.

Tracy Mancuso then provided some information on the SBDC Success Award Winner from last year, KSI Metals Inc. from Taylor, AZ and how they were able to use the partnership with the ACA to grow the business.

Mr. Matteson thanked Mr. Theobold and asked how the ACA and SBDC were getting their message out to local communities to invite small businesses to take advantage of what is on offer. Tracy Mancuso responded with some of the workshops and initiatives provided by the SBDC and some of the advertising they are allowed to do through their grant.

### ***7.D. Presentation from Economic Collaborative of Northern Arizona***

The Board received a PowerPoint presentation from John Stigmon, President & CEO of the Economic Collaborative of Northern Arizona (ECoNA), who provided some background on ECoNA, their partnerships, and the efforts to grow business within the Northern Arizona service area.

Chair Lucero asked if Holbrook was not involved as they did not have a membership. Mr. Stigmon confirmed that it was membership based and Winslow had reached out to them to join.

Mr. Jouen asked what type of business would benefit from the local area and what programs would be required to support them. Mr. Stigmon suggested Logistics, heavy industrial, and welding, but noted the issue with attracting businesses without a trained workforce to employ, suggesting it was a “chicken and egg” conundrum.

*The Board took a ten-minute break.*

### ***7.E. Appropriation for NATC Capital Projects***

VPLSS Jackson addressed the Board and reviewed the plans to utilize an appropriation received from the state to make capital improvements to the Northeast Arizona Training Center.

Chair Lucero asked if there was a breakdown of costs for each part of the project. VPLSS Jackson stated that they had estimates and the Board would be involved in approving the use of funds at each stage. President Vest suggested the NATC board would be back with more information and an initial spending request at the August meeting.

### ***7.F. Scholarship Report***

VPLSS Jackson reviewed the annual report on the College Bound and Finish Line Scholarships.



**7.G. Request to Approve 2019-20 Revised Budget**

VPAS Ellison reviewed the revisions to the 2019-20 budget noting that the Board had approved the college budget before the state had approved their budget and therefore an adjustment was required to reflect the correct amount of state appropriations.

*Mr. Jouen made a motion to approve the 2019-20 Revised Budget as presented. Mr. Matteson 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.H. Request to Approve CFO Designation for Auditor General**

VPAS Ellison noted that the Attorney General's Office had instigated a new requirement that the board designate somebody from the college as the Chief Fiscal Officer (CFO) who is authorized to submit the Annual Expenditure Limit Report. Staff recommend VPAS Ellison as that person.

*Mr. Matteson made a motion to approve Maderia Ellison as the designated college CFO allowed to submit the Annual Expenditure Limit Report. 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.I. Request to Accept Navajo-Apache First Things First Grant**

VPLSS Jackson reviewed the request to accept grant funds in the amount of \$225,000 and noted staff recommend the acceptance.

*Mr. Matteson made a motion to accept the Navajo-Apache First Things First grant 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.J. Review of Higher Learning Commission (HLC) Financial Ratios**

VPAS Ellison reviewed the HLC Financial Ratios with the board noting the college remained in good health.

Mr. Jouen confirmed that this was a Higher Learning Commission requirement and the thresholds in each category set out by the HLC.

**7.K. Program Review(s)**

VPLSS Jackson provided two program reviews from the Career and Technical Education division, one from Computer Information Systems and the other from Cosmetology.

*The Board took another break to prepare for their Executive Session.*

**7.L. Executive Session Pursuant to 38-431.03(A)(1) – Personnel Matter**

*At 12:23 p.m. Mr. Matteson made a motion for the Board to go into Executive Session. Mr. Jouen 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.*



*At 1:24 p.m. The Board moved back into regular session and adjourned from executive session upon a motion by Mr. Matteson, seconded 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.***

#### **7.M. Possible Action on Presidential Contract**

*Mr. Matteson made a motion to authorize the Recording Secretary to the Board to move forward as discussed in Executive Session. 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 introduced Ryan Jones, Chair of the English Department, who provided a report on the college's work on a Guided Pathways model and the recommendation that the college's uniqueness would require adopting their own pathway program rather than following a national model.

Mr. Leslie asked what staff felt could be improved at the college, through a guided pathways model, that would assist student completion and retention. Mr. Jones provided several ideas that he believed could be improved at the college and commented that many of the reasons that students don't complete their goal is not because of something the college can control.

Mr. Leslie asked if there was a plan to address the areas that are currently listed as "Not occurring" at NPC. Mr. Jones reminded the Board that this designation was given if the college, as a whole, was not following the essential practice as outlined in a guided pathways model but did not mean some areas of the college were not already making efforts, and there were plans to address each category in the future.

Mr. Leslie asked for an example of the Guided Pathways introduction being handled badly at an institution. Mr. Jones gave the example from one of the colleges he had contacted while researching for the NPC. President Vest also added some information on colleges that had used the initiative to downsize program offerings.

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

President Vest mentioned the Arizona Association of Community College Trustees State-Wide Conference and asked for confirmation from any Board members who wished to attend.

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

The Board asked for a Fall retreat after the Board meeting in September.  
Update from the Financial Aid Office.



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

Mr. Jouen noted that VPAS Ellison, Dr. Allison Landy, and Betsyann Wilson attended a recent meeting of the Winslow City Council to provide a quarterly report from the college which was well received. Mr. Matteson wondered if a Winslow City Council meeting could take place on the Winslow campus of Northland Pioneer College.

**Agenda Item 10: Announcement of Next Regular Meeting:** Regular District Governing Board meeting on Tuesday, August 20, 2019.

**Agenda Item 11: Adjournment**

*The meeting was adjourned at 2:03 p.m. upon a motion by Mr. Matteson and a second by Mr. Jouen. 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

