

# Navajo County Community College District Governing Board Meeting Minutes

August 20, 2019 – 10:30 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. 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; Vice President for Learning and Student Services (VPLSS) Jessica Clark; Recording Secretary to the Board Paul Hempsey.

**Others Present:** Kim Reed; Matt Weber; Jeremy Raisor; Josh Rogers; Judy Yip-Reyes; Betsyann Wilson; Ann Hess; Kevin Jones; Gail Campbell; Lauren Maestas; Amber Hill; Peggy Belknap; Terrie Shevat; Jason LaBute; Rickey Jackson; Laura Parsons; Inez Schaechterle; Roshelle Lacapa; David Huish; Jon Wisner; Allison Landy; Colleen Readel.

**Others Present by Phone:**

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

Chair Lucero called the meeting to order at 10:34 a.m. and led the Pledge of Allegiance.

## **Agenda Item 2: Adoption of Agenda**

*Mr. Matteson moved to adopt the agenda as presented. 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.*

## **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 it is for the completed 2018-19 fiscal year.

### **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 Disc Golf Tournament which raised \$4000 for student scholarships. Director Wilson also noted the introduction of two \$1000 Nursing Scholarships.



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

Inez Schaechterle, Faculty Association President, addressed the Board and reported on some of the extra-curricular activities completed by faculty members over the summer.

#### **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**

- A. **June 18, 2019 Regular Board Meeting Minutes**
- B. **June 18, 2019 Work Session Minutes**
- C. **June 18, 2019 Executive Session Minutes**
- D. **Dual Enrollment Intergovernmental Agreements** between Navajo County Community College District and Chinle USD; Heber-Overgaard USD; Whiteriver USD; Winslow USD.

*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. 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. Assessment of Student Knowledge Report**

Allison Landy, Chair of the Assessment of Student Knowledge committee, addressed the Board and referenced the written report provided in the Board packet while expanding on the process and coordination throughout the college.

Mr. Matteson praised the efforts of staff to help the students at the college and the depth of the report provided by Dr. Landy.

##### **7.B. Institutional Effectiveness Quarterly Report**

Judy Yip-Reyes, Director of Institutional Effectiveness, addressed the Board and provided the quarterly update from her department.

##### **7.C. Financial Aid Update**

Jeremy Raisor, Director of Enrollment Services, provided an update on the ongoing efforts in Financial Aid to improve service to the students.

Mr. Leslie asked how the departure of the Financial Aid Technician would impact the college and the students. Director Raisor responded that job responsibilities had been split between



himself and the Manager of Financial Aid Operations and it should have a very limited effect on students.

Mr. Matteson asked if the software purchased for Financial Aid was beneficial. Director Raisor responded that he believed it is and would continue to be a great benefit to the college and noted some of the features that were not, currently, being utilized after a question from Mr. Leslie. Director Raisor expanded on the reasons why the features were not currently being used after further questions from Mr. Leslie and stated the hope that most would eventually be utilized.

#### ***7.D. Program Reviews***

VPLSS Clark addressed the Board and provided the highlights from each of the Program Reviews provided in the packet.

Mr. Leslie asked for more information on the high failure rate in the Nursing Assistant Training during the review period and President Vest, who was Vice President for Learning and Student Services at the time, provided additional information.

#### ***7.E. Request to Release Funds for Construction at NATC***

VPLSS Clark reviewed the request to release funds from the \$1 million state appropriation, not to exceed \$250,000, once funds have been received.

Mr. Lucero asked what the funds would be used for. Director Huish provided details on the use of funds noting the “Tiny Houses” were already constructed and funds would be used to update the architectural plans and provide infrastructure improvements on site. Dean of Career and Technical Education, Peggy Belknap, provided further information on why the request was for \$250,000. After much discussion the board decided they would rather utilize a multi-step approach that would allow for better oversight.

*Mr. Matteson made a motion to approve SPS+ Architects to update their existing NATC plans to allow for a bid process for construction to take place, in an amount not to exceed \$26,525.00.*

*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.F. Request to Appoint VPLSS Clark to the NATC Board***

President Vest reviewed the request to appoint VPLSS Clark to the NATC Board.

*Mr. Matteson made a motion to approve the request to appoint VPLSS Clark to the NATC Board, as Chair. 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.G. Executive Session Pursuant to 38-431.03(A)(1) – Personnel Matter**

*At 11:54 p.m. Mr. Matteson made a motion for the Board to go into Executive Session. 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.*

*At 12:57 p.m. The Board moved back into regular session and adjourned from executive session upon a motion by Mr. Matteson, seconded 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.*

**7.H. Possible Action from President's Evaluation**

*No action was taken.*

**Agenda Item 8: Standing Business**

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

Kevin Jones and Colleen Readle, co-chairs of SPASC, addressed the Board and presented the committee's annual report.

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

President Vest reported that he would attend the Arizona Community College Coordinating Council meeting in Yavapai next week

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

None.

**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, September 17, 2019.

**Agenda Item 11: Adjournment**

*The meeting was adjourned at 1:10 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

