

Navajo County Community College District Governing Board Meeting Minutes

October 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. Daniel Peaches; Mr. Derrick Leslie.

Governing Board Member Present by Phone:

Governing Board Member Absent: Mr. Elias Jouen.

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; Everett Robinson; Laura Parsons; Rickey Jackson; Jeremy Raisor; Amber Hill; David Huish Josh Rogers; Gail Campbell; Lauren Maestas; Richard Strickland; Ernie Hess; Curtis Stevens; Robert Johnson; Betsy Wilson; Rebecca Hunt; Bob Pian; Neil Pirratt.

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. Peaches moved to adopt the agenda as presented. Mr. Leslie seconded the motion. The vote passed upon a roll-call vote with 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 the reclassification of funds in the budget showing the last minute state appropriation received.

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 \$35,000.00 currently received for scholarships from Pedal the Petrified.



4.C. Faculty Association

Inez Schaechterle, Faculty Association President, was unable to attend the meeting.

4.D. NPC CASO

Rebecca Hunt, President of CASO, addressed the Board and noted recent CASO efforts at the college and highlighted the current election process for officers.

4.E. NPC Student Government Association

No Report.

4.F. Human Resources

Written Report.

Agenda Item 5: Consent Agenda

- A. **September 17, 2019 Regular Meeting Minutes**
- B. **September 30, 2019 Retreat Minutes**
- C. **2019-20 Dual Enrollment Intergovernmental Agreement** between Navajo County Community College District and Show Low USD.

Mr. Leslie made a motion to approve the consent agenda as presented. Mr. Peaches seconded. The vote passed upon a roll-call vote with 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 Award Contract – Welding Equipment & Supplies

VPAS Ellison reviewed the request to award the contract for Welding equipment and supplies to Sentry Fire, noting it would be for one year with the option of an additional 4 years.

Chair Lucero asked if this was for equipment or supplies. VPAS Ellison responded that it was primarily for supplies but could include smaller equipment purchases.

Chair Lucero asked if the Board would be reviewing similar items in the future. VPAS Ellison noted this was the first RFP issued under the new guidelines and other purchases, that could exceed \$50,000.00, would be brought to the Board.

Mr. Peaches made a motion to award the Welding Equipment and Supplies contract to Sentry Fire as presented. Mr. Leslie seconded. The vote passed upon a roll-call vote with Chair Lucero, Mr. Leslie, and Mr. Peaches voting in favor. There were no votes against.



7.B. Request to Award Contract to Update Master Facilities Plan

VPAS Ellison reviewed the request to award the contract to update the Master Facilities Plan to SPS+ Architects utilizing the third option presented, which would exclude the Kayenta Center leased facility and a market study, for a cost of \$188,600.

Mr. Leslie asked how the facilities at Kayenta would be addressed if not within the updated Master Facilities plan. President Vest noted that, as the current facility was rented from the Kayenta Township, a meeting had been arranged with the Kayenta Town Manager for discussion and the Board would receive further information on the subject.

*Mr. Peaches made a motion to award the contract for updating the Master Facilities Plan to SPS+ Architects as presented. Mr. Leslie seconded. **The vote passed upon a roll-call vote with Chair Lucero, Mr. Leslie, and Mr. Peaches voting in favor. There were no votes against.***

7.C. Request to Approve Network Routers Lifecycle Replacement

President Vest addressed the Board and presented the request to purchase Cisco Network Routers which was a budgeted expense of \$111,059.45 which included all required taxes.

Chair Lucero asked why the college was paying a 3% tax to Holbrook. Director of Financial Services, Amber Hill, explained the requirements, in statute, the college was following.

*Mr. Leslie made a motion to award the approve the request to purchase network routers for a cost of \$111,059.45, which includes sales tax, as presented. Mr. Peaches seconded. **The vote passed upon a roll-call vote with Chair Lucero, Mr. Leslie, and Mr. Peaches voting in favor. There were no votes against.***

7.D. NPC Component Unit Financial Audit NPC Friends and Family 2018-2019

VPAS Ellison reviewed items 7.D. and 7.E. together noting that both were audited by an external vendor from Snowflake and received an unmodified opinion which is commonly referred to as a clean audit.

7.E. NPC Component Unit Financial Audit Northeast Arizona Training Center 2018-2019

VPAS Ellison covered items 7.E. along with 7.D. above.

7.F. NATC: Requested Information & Construction Update

VPLSS Clark provided information from the Northeast Arizona Training Center (NATC) as requested by Chair Lucero at the September Retreat, plus an update potential construction at the facility with a timeline for completion of each step.

Chair Lucero asked for further information on what “in-kind” payments were received.

Mr. Leslie asked if and when parking at NATC would be addressed as he was aware that it is an issue. VPLSS Clark noted it would be addressed in scope of work provided to architectural firms who might bid on the project.



7.G. November Board Meeting Date

President Vest noted that as discussed in the Work Session it would be necessary to move the regular meeting of the Governing Board in November to accommodate the HLC Peer Review Team Visit.

The Board members present discussed the various options available.

Mr. Leslie made a motion to move the November Board meeting to Wednesday, November 13th. Mr. Peaches seconded. The vote passed upon a roll-call vote with 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

Amber Hill reported SPASC's efforts on Improving Student Experiences at the college highlighting progress made on a web-based payment system, implementing online registration and enhancing student support delivery.

Mr. Leslie asked what text platform would be used to reach students. Ann Hess, Director of Marketing and Public Relations noted they would be working with Signal Vine and reported it could be used to inform students about Financial Aid, after a further question from Mr. Leslie. Mr. Leslie asked if the Board could receive further updates on the progress with web-based registration at the January meeting.

Mr. Leslie also asked for an update on creating advising consistency at the college at a future meeting.

8.B. President's Report

President Vest reported that interviews for the vacant District IV position on the Board would potentially take place in the first week of November with two applicants. The recent payroll issues would be taken to the Leadership Council at the college to work on improving the process. President Vest noted he would have his first conversation with the Chair of the HLC Peer Review team this week and the college plans to lock the assurance argument this week and copies would be made available to the college.

President Vest informed the Board that Renell Heister, Project Director for Title III TALON Grant, would meet with school superintendents this week to discuss changes to the pricing structure of the potential consortium using new technology which would also be demonstrated at the meeting.

President Vest also reported on his expected travel to Phoenix over the coming weeks to attend the Arizona Community College Coordinating Council meetings as well as representing community colleges at a Teacher Shortage meeting. Finally, President Vest reported on the visit by Cisco representatives from Norway who were interested on how we were using their technology in educational environments.



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

Details of “in-kind” payments at NATC.

Update on web-based registration at the January Board Meeting.

Update on Advising consistency throughout the college

Agenda Item 9: Board Report/Summary of Current Event

None.

Agenda Item 10: Announcement of Next Regular Meeting: Regular District Governing Board meeting on Wednesday, November 13, 2019.

Agenda Item 11: Adjournment

The meeting was adjourned at 10:57 a.m. upon a motion by Mr. Leslie and a second by Mr. Peaches. The vote passed upon a roll-call vote with Chair Lucero, Mr. Leslie, and Mr. Peaches voting in favor. There were no votes against.

Respectfully submitted,



Paul Hempsey
Recording Secretary to the Board

