

# Navajo County Community College District Governing Board Meeting Minutes

November 13, 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. Daniel Peaches; Mr. Derrick Leslie; Mr. Everett Robinson; 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; Curtis Stevens; Judy Yip-Reyes; Colleen Readell; Gail Campbell; Rickey Jackson; Peggy Belknap; Joan Valichnac; Renell Heister; Josh Rogers; David Huish; Laura Parsons; Betsyann Wilson; Ann Hess; Inez Schaechterle; Lauren Maestas; Rebecca Hunt; Jeremy Raisor; Amber Hill; Randi Mattox.

**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. Robinson moved to adopt the agenda as presented. Mr. Peaches seconded the motion. The vote passed upon a roll-call vote with Mr. Jouen, Mr. Robinson, 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***

Director Wilson addressed the Board and provided an update on recent Friends and Family activities highlighting the 66 unique applications received for Friends and Family scholarships for the Spring semester.



Mr. Peaches asked about the growth opportunities for the college. Director Wilson deferred to President Vest who provided a brief outlook but promised more information during the President's report.

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

Inez Schaechterle, Faculty Association President, presented a PowerPoint to the Board covering her life as a College English Teacher.

#### **4.D. NPC CASO**

Rebecca Hunt, President of CASO, addressed the Board and noted the election of Donna Krieser as Vice-President of CASO and informed the Board of the upcoming Non-food Drive which will coincide with Spring Convocation.

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

Written Report.

#### **4.F. Human Resources**

Written Report.

Mr. Leslie asked for an update on the search for a Director of Information Services. President Vest offered to provide the information in his weekly report to the Board.

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

- A. **October 15, 2019 Work Session Minutes**
- B. **October 15, 2019 Regular Meeting Minutes**
- C. **2019-20 Dual Enrollment Intergovernmental Agreement** between Navajo County Community College District and Joseph City USD; Window Rock USD.

*Mr. Peaches 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. Robinson, 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. Emeritus Award – Joan Valichnac**

Associate Dean Campbell presented the Emeritus Award to Joan Valichnac noting her 31 years of dedicated service to her students and listed some of her many accomplishments. Joan Valichnac noted that it has been a privilege to work at Northland Pioneer College for so long and watch her students blossom and grow throughout the years.

##### **7.B. Enrollment Report**

Director Raisor addressed the Board and presented the Enrollment Report for Fall 2019 noting that enrollment was down .6% from last year and reviewed some of the highlights from the report. President Vest also noted some of the challenges and opportunities the college faced.



Mr. Jouen asked if Dual Enrollment instructors in the K12 system received additional compensation for teaching college level courses. President Vest noted that the college could not directly Pay school districts but shared some of the revenue with them, but it was up to the district how they chose to utilize the money.

Chair Lucero asked if Northern Arizona University continued to have their Master's in Education program at the Show Low campus. President Vest responded that they do but numbers were small. The college was looking at a partnership with Arizona State University to broaden opportunities for students in that area.

Mr. Leslie asked for clarification on the credentialing required for Dual Enrollment instructors. President Vest provided the clarification on the different pathways for credentialing the Higher Learning Commission allowed. Changes from the way it used to be done

### ***7.C. Advising Presentation***

Director Rogers addressed the Board and reviewed the current process for onboarding a new Advisor and where he hoped to move the process in the future, to help advisors be more well-rounded. After the initial deployment an assessment would be completed, involving a student survey, and changes may be made.

Mr. Leslie asked what the student survey mentioned would be capturing. Director Rogers noted how the survey would be distributed and some of the information that would be gathered.

### ***7.D. NATC: Requested Information & Construction Update***

VPLSS Clark addressed the Board and provided information from the Northeast Arizona Training Center (NATC) as requested by Chair Lucero and also included an update on the potential construction on the grounds. VPLSS Clark also noted that she had already been asked for further information and would provide that at the December meeting.

### ***7.E. Arizona Community Colleges 2019 Strategic Vision Outcomes Report***

VPLSS Clark presented the 2019 Strategic Visions Outcomes report highlighting some of the information and suggesting the Board review the entire document.

President Vest, following up on the conversations with the Board on a market survey for the area, also highlighted the included 25 professions that were expected to be in high demand in the area.

### ***7.F. Review of 2020-21 Budget Assumptions and Guidelines***

VPAS Ellison reviewed the Budget Assumptions and Guidelines, for the 2020-21 budget cycle, with the Board noting this was a first read and would be back as an action item at the next Board meeting. VPAS Ellison asked the Board to suggest any changes they would like to see before any approval takes place.



### **7.G. First Amendment – Mountain Public Employee Benefit Trust**

VPAS Ellison reviewed the changes to the 2017 Intergovernmental Agreement and Declaration of Trust Mountain Public Employee Benefit Trust with the Board, and the reason behind the changes.

Chair Lucero asked if this is what the college would pay as part of their membership. VPAS Ellison responded that this was what all members would pay and was the employer portion. Chair Lucero asked if the rate provided enough funds to the Trust. VPAS Ellison noted that the Trust was currently in a positive position and evaluated their rates every January.

Chair Lucero asked which entities had exited from the Trust recently. VPAS Ellison responded that both Show Low and Blue Ridge Unified School Districts had left the Trust.

*Mr. Jouen made a motion to approve the amendment to the Mountain Public Employee Benefit Trust agreement as presented. Mr. Peaches seconded. The vote passed upon a roll-call vote with Mr. Jouen, Mr. Robinson, Chair Lucero, Mr. Leslie, and Mr. Peaches voting in favor. There were no votes against.*

### **7.H. Request to Approve 10 Monitors for CCP Classrooms**

President Vest addressed the Board and reviewed the request to approve purchase of 10 Monitors for the use in College and Career Preparation Classrooms noting a total price of \$59,504.00 and is a budgeted item.

Mr. Jouen asked if these were SmartBoards. President Vest noted that they were a newer version of the boards currently in use and were the same panels that were in TALON classrooms.

*Mr. Peaches made a motion to approve the purchase of 10 Monitors for CCP Classrooms from CCS Presentation Systems as presented. Mr. Jouen seconded. The vote passed upon a roll-call vote with Mr. Jouen, Mr. Robinson, Chair Lucero, Mr. Leslie, and Mr. Peaches voting in favor. There were no votes against.*

### **7.I. Annual Report to the Governor**

President Vest reviewed the report that the college gives to the Governor, on an annual basis, and is also provided for the Board every year as information.

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

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

Josh Rogers, Director of Student Services, highlighted the recommendations the Proactive Advising for Student Success committee provided to SPASC, from the larger written report provided in the Board packet.

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

President Vest reported on the ongoing contact the college was having with the Expect More Arizona group and the requests they were making for NPC to declare as a partner organization.



The Board asked for more information at the December meeting on the commitment the college would be making.

President Vest informed the Board of the Exit Session the HLC Peer Review Team would conduct at the Performing Arts Center in Snowflake and asked any members who were interested in attending to let the Recording Secretary know.

President Vest reminded the Board that they will conduct their self-assessment in December and asked if they would like to keep the Work Session at 9:30am for December to complete it. Consensus was to continue with the Work Session for another month. Recording Secretary to the Board Hempsey ran through the details of the assessment.

President Vest provided a brief update on the search for the Director of Information Services.

President Vest then noted the recent visit with the Kayenta Township in conjunction with the proliferation of requests for facilities/partnership opportunities the college was experiencing and asked the Board to consider an early Spring Retreat on the subject. Onboarding of new Board members could also be addressed in the retreat.

President Vest asked VPAS Ellison to provide a brief review of the Trust Risk Management sessions that college employees were able to attend last week.

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

Expect More Arizona for the December meeting.

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

Mr. Jouen reported his pleasure in reading the SGA report and in particular the visit to Washington D.C.

**Agenda Item 10: Announcement of Next Regular Meeting:** Regular District Governing Board meeting on Tuesday, December 17, 2019.

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

*The meeting was adjourned at 11:49 a.m. upon a motion by Mr. Leslie and a second by Mr. Peaches. The vote passed upon a roll-call vote with Mr. Jouen, Mr. Robinson, Chair Lucero, Mr. Leslie, and Mr. Peaches voting in favor. There were no votes against.*

Respectfully submitted,



Paul Hempsey  
Recording Secretary to the Board

