

# Navajo County Community College District Governing Board Meeting Minutes

January 21, 2020 – 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. Everett Robinson; Mr. Daniel Peaches; Mr. Derrick Leslie; Mr. Elias Jouen; Mr. Daniel Peaches.

**Governing Board Member Present by Phone:**

**Governing Board Member Absent:**

**Staff Present:** President Mark Vest; Chief Information Officer (CIO) Scott Estes; Recording Secretary to the Board Paul Hempsey.

**Others Present:** Kim Reed; Rickey Jackson; Laura Parsons; Amber Hill; Josh Rogers; Ann Hess; Inez Schaechterle; David Huish; Jon Wisner; Betsy Wilson; Ernie Hess; Kimberley Avery; Allison Landy; Renell Heister; Rebecca Hunt; Jessica Kitchens; Jennifer Brown; Matt Weber.

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

Chair Lucero called the meeting to order at 10:00 a.m. and led the Pledge of Allegiance.

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

*Mr. Robinson made a motion to move Item 9.A. above 8.I. and adopt the agenda as amended. 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: Election of Board Officers and Appoint AACCT Representative**

*Mr. Robinson nominated Mr. Lucero to the position of Chair for the 2020 calendar year. 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.*

*Mr. Robinson nominated Mr. Peaches to the position of Secretary for the 2020 calendar year. 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.*

*Mr. Robinson nominated Chair Lucero to be the AACCT Representative from the Board. 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.*



#### **Agenda Item 4: Call for public Comment**

Kimberley Avery, Director of Sprouts Playschool in Show Low, addressed the Board and spoke of her support for potential future collaborations the college may have on Early Childhood Education and childcare.

#### **Agenda Item 5: Reports**

##### **5.A. Financial Position**

President Vest addressed the Board and reviewed the Financial Position report.

##### **5.B. NPC Friends and Family**

Director Wilson addressed the Board and reported on recent successes seen from the biannual Friends and Family newsletter and highlighted some of the essays she received for scholarships this year. Director Wilson also noted important events and dates coming up in 2020.

##### **5.C. Faculty Association**

Faculty Association President, Inez Schaechterle, addressed the Board and reported on recent activities from Faculty Association.

##### **5.D. NPC Classified & Administrative Staff Organization (CASO)**

Rebecca Hunt, President of CASO, addressed the Board and reported on the recent activities from CASO.

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

No report.

##### **5.F. Human Resources**

Written report.

Mr. Robinson asked that any vacancies for positions that are known by the same name at multiple locations have the location listed on future reports.

#### **Agenda Item 6: Consent Agenda**

- A. **December 17, 2019 Work Session Minutes;**
- B. **December 17, 2019 Regular Session Minutes**
- C. **Policies 1300 through 1350**

*Mr. Jouen made a motion to approve the consent agenda. Mr. Robinson 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 7: Old Business**

No old business.



## **Agenda Item 8: New Business**

### ***8.A. NACOG Presentation***

Jennifer Brown, Northern Arizona Council of Governments (NACOG) Head Start Director, addressed the Board and presented on the work NACOG does in the northern counties of Arizona, focusing on the Head Start department and opportunities to partner with the college.

Chair Lucero asked for a breakdown on Head Start spending by county. Ms. Brown offered to provide that information to the Board via email.

Mr. Jouen asked if the NACOG program also served students with special needs. Ms. Brown confirmed that it did.

Mr. Leslie praised the work that NACOG does in the area.

### ***8.B. Request to Accept the Financial Audit and Single Audit Report for the Fiscal Year Ended June 30, 2019***

Amber Hill, Director of Financial Services, addressed the Board and reviewed the Financial Audit and Single Audit reports and thanked everyone at the college who helped. Director Hill then introduced Donna Miller, Financial Audit Director, and David Glennon, Audit Manager, from the Office of the Auditor General who provided an overview on the findings from the audit and the high standards followed in their review of the college.

Mr. Leslie asked if CIO Estes had been informed of the findings before beginning at the college to which President Vest responded that he had.

Mr. Leslie asked for further information on the security of Financial Aid information. President Vest noted that the issue was not on the security of data we hold but in the documentation of risk management processes. Mr. Leslie asked for a follow-up information as we correct the finding and well as the recommendation on employee training.

Mr. Leslie then asked if the continued findings would result in the need for additional staffing at the college. President Vest and Ernie Hess, Network and Systems Administrator, spoke of the potential need for an Information Security Officer at the college.

Mr. Jouen asked for clarification on the risk the college faced. Ms. Miller responded that the college issues were in the documentation of practices they had in place, and NPC was not alone in this finding. If documentation is not available, the college does not get credit for the work they are already doing.

***Mr. Leslie made a motion to accept the Financial Audit and Single Audit Report for the Fiscal Year Ended June 30, 2019, 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.***



**8.C. Request to Adopt the Fiscal Year 2018-19 Expenditure Limitation Report**

Amber Hill, Director of Financial Services, reviewed the 2018-19 Expenditure Limitation Report.

Mr. Jouen asked for a future presentation on excludible expenditures that were not currently used by the college.

*Mr. Jouen made a motion to accept the Fiscal Year 2018-19 Expenditure Limitation Report. Mr. Leslie 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.*

**8.D. Request to Approve Adjustment to Fiscal Year 2019 Adopted Budget**

Amber Hill, Director of Financial, reviewed the request to adjust the 2019 adopted budget noting this was an annual request to align the adopted budget with actual expenditures.

*Mr. Jouen made a motion to approve the Adjustment to Fiscal Year 2019 Adopted Budget as presented. Mr. Robinson 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.*

**8.E. Request to Approve External Hearing Officers**

President Vest addressed the Board and stated that the college asks the Board to approve a list of external Hearing Officers each year.

*Mr. Robinson made a motion to approve the list of Hearing Officers for 2020 as presented. Mr. Leslie 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.*

**8.F. NATC: Request to Release Funds for Master Plan**

David Huish, Director of Facilities and Vehicles, addressed the Board and provided a brief history of how the Northeast Arizona Training Center (NATC) board arrived at the request to release funds for the NATC Master Plan.

Mr. Jouen asked if LEA Architects were the low bid for the project. Director Huish responded that they were not but, having assessed all aspects of the three proposals, the vast experience that LEA Architects in these types of facilities made them the best choice. Director Huish offered to provide the full proposals and qualifications for the Board members to review if needed.

Mr. Robinson confirmed that funds would come from the \$1million allocation from the state

*Mr. Jouen made a motion to approve the request to Release Funds for the Master Plan as requested by the NATC Board. Mr. Leslie 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.*



**8.G. Recommendation to Complete Partnership Agreement with Expect More Arizona**

President Vest reviewed the recommendation to complete a partnership agreement with Expect More Arizona.

Mr. Robinson made a motion to authorize the President to complete a Partnership Agreement with Expect More Arizona. 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.***

**8.H. TALON to Consortium: IGAs**

Renell Heister, Project Director for Title III TALON Grant, provided a brief history of the Title III TALON grant awarded to the college and the plan to turn the program into a cost sharing consortium with area high schools.

Chair Lucero asked how many schools would be participating. Director Heister responded that the TALON program had 16 high schools currently participating and the hope was to have all 16 in the consortium. However, the college will require a minimum of 10 schools, and/or 200 enrollments, to participate to make the consortium viable.

Chair Lucero asked what the cost to each entity would be which Director Heister provided. Mr. Leslie confirmed that this was the annual costs.

Mr. Jouen asked if an IGA was required for students to participate in this program. Director Heister responded that this was a partnership with School Districts which requires them to sign an IGA to allow their students to participate.

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

Jessica Kitchens, Co-chair of SPASC, provided a brief report from SPASC, highlighting the progress made on a Community Needs Assessment requested by the Board.

**8.I. Executive Session: Pursuant to A.R.S. § 38-431.03(A)(1), the District Governing Board may vote to enter Executive Session for discussion of personnel issues related to the President's performance**

*At 11:26 a.m. Mr. Robinson 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. Robinson, Chair Lucero, Mr. Leslie, and Mr. Peaches voting in favor. There were no votes against.*

*At 12:36 p.m. The Board moved back into regular session and adjourned from executive session upon a motion by Mr. Robinson, seconded by Mr. Jouen. 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 9: Standing Business**

**9.B. President's Report**

President Vest reported that he would attend the Arizona Community College Coordinating Council meeting Wednesday and Thursday and would provide a report on Friday along with a legislative update.

**9.C. Agenda Items/Informational Needs**

Exec Session in the February meeting.

**Agenda Item 10: Board Report/Summary of Current Event**

Mr. Robinson reminded the Board of the All Arizona Academic Team Luncheon on February 27<sup>th</sup>.

**Agenda Item 11: Announcement of Next Regular Meeting:** Regular District Governing Board meeting February 18, 2019.

**Agenda Item 12: Adjournment**

*The meeting was adjourned at 12:39 p.m. upon a motion by Mr. Robinson and a second by Mr. Leslie. The vote passed upon a roll-call vote with Mr. Robinson, Mr. Jouen, Chair Lucero, Mr. Leslie, and Mr. Peaches voting in favor. There were no votes against.*

Respectfully submitted,



Paul Hempsey  
Recording Secretary to the Board

