

# Navajo County Community College District Governing Board Meeting Minutes

March 24, 2020 – 10:00 a.m.  
Teleconference on 928-524-7479

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## Governing Board Member Present:

**Governing Board Member Present by Phone:** Mr. Frank Lucero; Mr. Derrick Leslie; Mr. Everett Robinson; Mr. Elias Jouen; Mr. Peaches (joined after 1<sup>st</sup> vote).

## Governing Board Member Absent:

**Staff Present by Phone:** President Mark Vest; Vice President for Learning and Student Services (VPLSS) Jessica Clark; Vice President for Administrative Services (VPAS) Maderia Ellison; Chief Information Officer (CIO) Scott Estes; Recording Secretary to the Board Paul Hempsey.

## Others Present:

**Others Present by Phone:** Lia Keenan; Jeremy Raisor; Ann Hess; Tamara Osborne; Nicole Ulibarri; Judy Yip-Reyes; Peggy Belknap; Kevin Jones; Mike Colwell; Rickey Jackson; Kevin Westfall; Laura Parsons; Elizabeth Oliphant; Wesley King; Betsy Wilson; Pam Dominguez; Rebecca Hunt; Renell Heister; Jennifer Dobell; Gail Campbell; Marletha Baloo.

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

Chair Lucero called the meeting to order at 10:01 a.m. and led the Pledge of Allegiance.

## Agenda Item 2: Adoption of Agenda

*Mr. Robinson moved to adopt the agenda as presented. Mr. Leslie seconded the motion. The vote passed upon a roll-call vote with Mr. Jouen, Mr. Robinson, Chair Lucero, and Mr. Leslie 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 addressed the Board and reviewed the Financial Position Report noting that it was for 7 months of activity.

### 4.B. NPC Student Government Association (SGA)

No Report.

### 4.C. Faculty Association

No Report.



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

No Report.

#### **4.E. NPC Strategic Planning and Accreditation Steering Committee (SPASC)**

Kevin Jones provided a brief report.

#### **4.F. Friends and Family**

Director Wilson addressed the Board and provided an update on Friends and Family activities and an emergency meeting of the Friends and Family Board in response to the COVID-19 outbreak.

#### **4.G. Human Resources**

Written Report.

President Vest provided a verbal update on positions that had moved forward since the report was written.

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

- A. **February 18, 2020 Regular Meeting Minutes**
- B. **Policies 1500 through 1595**
- C. **TALON to Consortium IGA** between Navajo County Community College District and Holbrook USD, Sanders USD.
- D. **Curriculum Modifications:**
  - 1. Program Modifications to the Business Accounting Program
  - 2. Program Modifications to the Management and Leadership Specialization Program
  - 3. Program Modifications to the Entrepreneurship Specialization Program
  - 4. Program Modifications to the Medical Office Administration Specialization Program
  - 5. New Program – Pharmacy Technician
- E. **2019-20 Dual Enrollment Intergovernmental Agreements** between Navajo County Community College District and Hopi Jr/Sr High School.

*Mr. Peaches made a motion to accept the consent agenda as presented. 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.*

#### **Agenda Item 6: Old Business**

None.

#### **Agenda Item 7: New Business**

##### **7.A. COVID-19 Discussion**

President Vest provided an update on the college's current status due to the COVID-19 outbreak.

Chair Lucero asked if the state had indicated extending the current closures for an additional period. President Vest noted that they had no new information but were coordinating with County officials on any possible changes.



Board Member Robinson asked how the closures would affect the college's High School programs, such as Dual Enrollment and NAVIT. VPLSS Clark provided an overview of where the college is, working closely with High School partners, but noted that changes were being made on an almost daily basis.

President Vest suggested options to the Board on how the college might move forward and the potential impact on students.

Chair Lucero asked what might happen to a credit for credit refund option for students if they move out of the area or have another reason for not being able to return. VPAS Ellison noted that the college had an exception refund process that could be amended and then utilized by any students who were unable to utilize the option. Mr. Jouen noted his support for a credit for credit refund which will support the college mission.

Mr. Robinson asked if the college would utilize the Incomplete grade and allow students to finish at a later date. President Vest noted that Incomplete grades were at the discretion of faculty and he would encourage students to work with faculty if they would like this option.

Dr. Clark provided an overview on the issues of moving forward with, postponing, or cancelling completion ceremonies for this year, noting that most other community colleges had cancelled and were looking at some form of virtual celebration for their students. Mr. Jouen noted that students had worked very hard to complete their courses and were looking forward to Commencement, but felt it should be canceled.

*Mr. Jouen made a motion to cancel the Commencement Ceremony for 2020. 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.*

President Vest discussed the effects that the COVID-19 outbreak could have on employees and groups of employees.

Mr. Jouen asks if the college knew whether Temporary Employees would be eligible for unemployment and if it would be a better option for them. VPAS Ellison noted that employees would be eligible but could not comment on whether the option would be beneficial to individual employees. Mr. Jouen asked how many employees are classified as Temporary and which might be considered essential to the college. VPAS indicated the number would be around 290 employees, a figure that would include adjunct faculty, and would need time to research who might be essential to the college.

President Vest reiterated the potential options for moving the college forward during the outbreak. Chair Lucero asked if more information would be available after the County Managers meeting with the Governor scheduled for later in the day. President Vest stated that he hoped so but there was no way to tell. Chair Lucero asked where community colleges fell on the list of essential versus non-essential services. President Vest responded that educational entities were listed as essential, but K12 and universities were named but community colleges were not.



Mr. Jouen noted the fast spread of the virus, especially within Navajo County and was deeply concerned with keeping the college facilities open at this time, recommending a complete shutdown at this time, with courses moving to an online modality. Marletha Baloo, Financial Aid Manager, agreed with Mr. Jouen's position.

Mr. Robinson noted the college had many hands on programs in the Career and Technical Education area and hated to deny those students the opportunities to finish, but agreed it would most likely be best to close everything and move online, though it will have a heavy impact on the Information Services department who will likely have to set up a lot of employees with access from their homes. CIO Estes noted his department was already working very closely with supervisors to make sure everyone has the tools they need to work remotely, and providing them as fast as they can.

Chair Lucero, Mr. Leslie, and Mr. Peaches concurred that closing facilities seem the prudent way forward.

CIO Estes, VPAS Ellison, and VPLSS Clark noted some of the issues they will face by moving to a telecommute but also stated they had already begun to address them.

President Vest noted that, due to last minute changes, the regular budget items for the March meeting had to be pulled and reworked and therefore had a specific request regarding new positions the college strongly believed would be required for the Fall semester and planned to move ahead with hiring unless the Board had concerns.

Mr. Jouen noted his concerns over the college's economic future and would prefer caution on additional expenditures. Chair Lucero asked which new positions the college was hoping to fill. VPLSS Clark listed the instructional positions under considerations. Chair Lucero asked to see information on the cost of each position, so the Board could make a determination on whether to approve or not, at the April meeting.

President Vest information on a request from the County Manager to consider opening college facilities for medical needs should it become necessary. There was general support from the Board and President Vest mentioned that he would keep the Board informed and there may be a need for a Special Board meeting with an action item should he receive a formal request.

President Vest noted that the college still did not have clarity from the state on its budget, but knew the county was set for a period of economic insecurity and did not know how long it would last. He noted the one positive the college had currently was a healthy rainy day fund which could be utilized to cushion the economic burden.

Mr. Robinson wondered if it would be appropriate to move the public hearings on budget adoption to sometime prior to June 20<sup>th</sup> rather than in May. VPAS Ellison believed the college currently had enough information to move forward as scheduled.



**7.B. Arizona School Board Association Membership**

Mr. Robinson made a motion to join the Arizona School Board Association, as an Associate member, for the fiscal year 2020-21. 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.C. Approval of Reduction in Force of Coordinator of Administrative Systems Support and Projects Position**

President Vest reviewed the request to eliminate the position of Coordinator of Administrative Systems Support and Projects position.

Mr. Robinson noted that he had received communication from the affected employee, not within the required period for notice.

Mr. Robinson made a motion to approve the Reduction in Force of the Coordinator of Administrative Systems Support and Projects position effective at the end of the current contract year. Mr. Peaches seconded.

Chair Lucero asked for details from the email which Mr. Robinson provided. Chair Lucero then confirmed the employees contract would end on June 30<sup>th</sup>.

**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.D. Request to Approve Purchase of Cisco Catalyst 9200 Switches**

CIO Estes addressed the Board and reviewed the request to purchase Cisco Catalyst 9200 switches.

Mr. Jouen asked how critical the purchase was in the current situation. CIO Estes noted that the purchase could be postponed but the purchase was for end of life replacements and would need to be readdressed at the Board's earliest convenience.

Mr. Robinson asked if they were network switches or instructional delivery based switches. CIO Estes noted they could serve office spaces and classrooms.

Mr. Jouen made a motion to table the item until more information on the college's economic future could be provided. 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.E. Request to Approve Purchase of Samsung 55" Displays, Associated Mounts, and Hardware**

CIO Estes reviewed the request to purchase Samsung 55" Displays, Associated Mounts, and Hardware.



Mr. Jouen asked if the college's ability to provide distance learning opportunities to students would be interrupted without the purchase of this equipment. CIO Estes responded that they would not have an impact on online teaching as the equipment was for the connected classrooms at each college location. Once campuses reopen the equipment would be needed to upgrade the rooms.

Chair Lucero asked what the delay would be from ordering to receiving the equipment. CIO Estes responded that this purchase and the next had a 30 – 45 days lead time on shipping. CIO Estes noted the rooms were scheduled to be updated during the months of June, July, and August in coordination with facilities and instruction.

*Mr. Jouen made a motion to table the item until more information on the college's economic future could be provided. 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.***

#### **7.F. Request to Approve Purchase of SMART Board Displays with Mounts**

*Mr. Robinson made a motion to table the item until more information on the college's economic future could be provided. 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.G. Early College Program Update**

VPLSS Clark addressed the Board and presented on the college's idea to reinvent, restructure, and repackage the Early College programs at NPC.

Mr. Jouen asked if this item would return to a future Board meeting as an action item. President Vest responded that it would not be a separate action item but the Board would see changes to budget allocations.

Chair Lucero asked if the Early College Advisors would receive training, due to comments he had received from students who complained about this aspect of the college. VPLSS Clark responded that consistent and regular training would be a requirement and plan would be developed during the summer retreat.

#### **7.H. Out of County Tuition**

VPAS Ellison provided the information on Out of County Tuition at Arizona community colleges, as requested by Board Member Robinson.

Mr. Robinson noted that his request came from the Nursing Program, in Winslow, having over half the spaces filled by Coconino County residents a few years ago and he thought that Navajo County may have been subsidizing their education.

Chair Lucero asked for information on how many out of County and out of State students the college had and VPAS Ellison noted that a breakdown could be provided at the next meeting.



### **7.I. 2020-2021 Tuition and Fees**

VPAS Ellison reviewed the proposed Tuition and Fees which shows a \$2 rise in tuition for 2020-2021.

*Mr. Jouen made a motion to approve the 2020-2021 Tuition and Fees as presented. Mr. Peaches seconded.*

President Vest asked the Board to consider, in the current climate, to extend a 50% discount in tuition similar to the Summer session for Fall 2020 and Spring 2021. Mr. Jouen asked if that could be a separate action item at a future meeting. President Vest suggested that would be appropriate and allow VPAS Ellison to provide information on the impact it may have on revenues. Mr. Robinson noted that Fall registration begins in April and the rate would need to be in place before then. President Vest noted that this would be a discussion he would have with the Administration this week.

*The vote passed upon a roll-call vote with, Mr. Jouen, Chair Lucero, Mr. Leslie, and Mr. Peaches voting in favor. Mr. Robinson voted against.*

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

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

President Vest provided a brief legislative update for the Board noting the legislature had adjourned for three weeks. President informed the Board that the Institutional Action Council of the Higher Learning Commission had accepted the visiting team's report and the college was therefore reaccredited for 10 years and could choose their own pathway. President Vest asked the Board to consider how the April Board meeting would be conducted. Mr. Robinson suggested the use of ZOOM.

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

Out of County student information.

Budget impact on a 50% Tuition reduction for Fall 2020 and Spring 2021.

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

Mr. Robinson provided information on the Food Pantry in First Baptist Church in Show Low which has food available for those who are in need.

**Agenda Item 10: Announcement of Next Regular Meeting:** Regular District Governing Board meeting on Tuesday, April 14, 2020.

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

*The meeting was adjourned at 12:20 p.m. upon a motion by Mr. Jouen and a second by Mr. Robinson. 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

APPROVED

