

Navajo County Community College District Governing Board Meeting Minutes

April 14, 2020 – 10:00 a.m.
ZOOM

Governing Board Member Present: Mr. Derrick Leslie; Mr. Everett Robinson; Mr. Elias Jouen; Mr. Daniel Peaches.

Governing Board Member Present by Phone:

Governing Board Member Absent: Mr. Frank Lucero.

Staff Present: 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: Lia Keenan; Colleen Readell; Peggy Belknap; Ann Hess; Myrtle Dayzie-Grey; Chantal Kescoli; Ella Reese; Ernie Hess; Ryan Orr; Terrie Shevat; Rickey Jackson; Jeremy Raisor; Judy Yip-Reyes; Allison Landy; Betsy Wilson; Robbie Koerperich; Pamela Dominguez; Karen Zimmerman; Lauren Maestas; Gail Campbell; Rebecca Hunt; Linda Kor; Tamara Osborne; Amber Hill; Lauralee Parsons; Josh Rogers; Daphne Brimhall; Inez Schaechterle; Paul Moffitt; Mike Colwell; Wesley Wright.

Others Present by Phone:

Agenda Item 1: Call to Order and Pledge of Allegiance
Secretary Peaches called the meeting to order at 10:02 a.m.

Agenda Item 2: Adoption of Agenda

*Mr. Leslie moved to adopt the agenda as presented. Mr. Jouen seconded the motion. **The vote passed upon a roll-call vote with Mr. Jouen, Mr. Robinson, Mr. Leslie, and Mr. Peaches voting in favor. There were no votes against.***

Agenda Item 3: Call for Public Comment

Mr. Robbie Koerperich, Superintendent of Holbrook Unified School District and speaking on behalf of the Navapache Superintendents group, thanked the Board for making the decision to waive tuition for students in the TALON program which has been a blessing for juniors and seniors at high schools.

Agenda Item 4: Reports

4.A. Financial Position

VPAS Ellison addressed the Board and reviewed the Financial Position Report noting that it was for 8 months of activity. VPAS Ellison also noted the request, by Arizona County Treasurers, to delay the deadline for receipt of Property Taxes till June from April.



Mr. Jouen asked if the Property Tax revenues would be recognized in the current fiscal year if they arrive before June 30th. VPAS Ellison noted they would.

4.B. NPC Student Government Association (SGA)

No Report.

4.C. Faculty Association

Dr. Allison Landy, Department Chair for Early Childhood Studies, addressed the Board and presented a PowerPoint showing the work of her department.

Mr. Jouen asked for Enrollment data in the Winslow area, for her program. Dr. Landy noted she did not have those numbers at her fingertips but would make sure the Board received them.

Mr. Leslie reported concerns over the advising that Tribal Head Start programs were receiving and asked Dr. Landy if she was in regular contact with them. Dr. Landy responded with the efforts made by her department, particularly in the Whiteriver area, and offered to respond to any specific questions or concerns Mr. Leslie might have.

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

Rebecca Hunt, President of CASO, addressed the Board and reported on the efforts of CASO members to make the current transition as easy as possible for everyone at the college. CASO still hopes to hold their silent auction in the Fall semester with proceeds going to student scholarships.

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

No Report.

4.F. Friends and Family

Director Wilson addressed the Board and provided an update on the efforts to provide students with the resources needed for them to complete the semester, and the support received from Law Enforcement to deliver Chromebooks and Mobile Hot Spots. Director Wilson also reported that NPC Friends & Family placed third in small non-profits during Arizona Gives Day and expected to receive at least \$29,883 once all bonus money was allocated.

4.G. Human Resources

Written Report.

Peggy Belknap provided an update on the search for a Chief Human Resources Officer noting the committee would be meeting again this afternoon.



Agenda Item 5: Consent Agenda

A. March 24, 2020 Regular Meeting Minutes

Mr. Robinson 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, Mr. Leslie, and Mr. Peaches voting in favor. There were no votes against.

Agenda Item 6: Old Business

6.A. Request to Approve Purchase of Cisco Catalyst 9200 Switches

Mr. Leslie confirmed that all three old business items were those tabled at the March meeting. CIO Estes addressed the Board and reviewed the request to approve the purchase of 21 Cisco Catalyst 9200 Switches.

Mr. Jouen made a motion to approve the Purchase of Cisco Catalyst 9200 switches, from CDWG in the amount of \$87,381.43, 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.

6.B. Request to Approve Purchase of Samsung 55” Displays, Associated Mounts, and Hardware

CIO Estes reviewed the request to Purchase of Samsung 55” Displays and associated equipment.

Mr. Robinson made a motion to approve the Purchase of Samsung 55” Displays, from CDWG in the amount of \$61,564.69, as presented. Mr. Peaches seconded.

Mr. Jouen commented that he had proposed tabling these items at the last meeting to give time to assess the impact of the Coronavirus outbreak on the college and in light of the presentation received on the Preliminary Budget for next year he supports the purchases.

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.

6.C. Request to Approve Purchase of SMART Board Displays with Mounts

CIO Estes reviewed the request to purchase SMART Board Displays and Mounts.

Mr. Peaches made a motion to approve the purchase of SMART Board Displays with Mounts as presented. Mr. Robinson seconded.

Mr. Jouen asked how many would be installed at the Winslow campus. CIO Estes noted that three would be heading to Winslow.

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: New Business

7.A. Enrollment Report

Jeremy Raisor, Director of Enrollment Services, addressed the Board and presented the Spring Semester Enrollment report noting decline in most areas. Director Raisor did note that in times of recession community colleges would normally see an increase in enrollment.

7.B. Web-Based Registration Update

Director Raisor provided an update on the progress made towards a fully web-based registration process for students with a timeline for implementation.

7.C. Out of County Student Breakdown

Director Raisor showed the breakdown of students from out of County as requested by the Board at the March meeting.

Mr. Robinson asked if Out-of-County students were mostly DACA (Deferred Action for Childhood Arrivals) students. Director Raisor responded that they were not, and the college has relatively few that could be considered DACA students.

Mr. Leslie left the meeting at 10:52am.

7.D. 2020-21 Preliminary Budget Analysis

VPAS Ellison reviewed the 2020-21 preliminary budget analysis for those who missed the Work Session, providing a second look at the three options presented. VPAS Ellison reminded the Board that the Budget approved later in the meeting could be decreased but not increased in the future.

Mr. Robinson confirmed that a special meeting would still be required to adopt the budget next month.

7.E. Primary Property Tax Rate & Levy

VPAS Ellison reviewed the Primary Property Tax Rate and the associated Levy noting this was a first read and recommends a rate that will not require a Truth in Taxation meeting next month.

Mr. Jouen asked for confirmation on the current rate, which VPAS Ellison provided, and noted that the recommended option would be a decrease in the rate from 1.82 to 1.78.

7.F. Reduced Tuition – Fall 2020 and Spring 2021

VPAS Ellison reviewed the request to reduce tuition for the Fall 2020 and Spring 2021 noting the use of \$2 million from a healthy fund balance.

Mr. Robinson asked why the request was for \$40 instead of exactly 50% of the \$79 current Tuition rate. VPAS Ellison responded that it was for ease of administration for staff.

Mr. Jouen commended everyone involved in bringing this recommendation forward as it would be a great help to students.



Mr. Jouen made a motion to approve the reduction in the Tuition Rate from \$79 to \$40, per credit hour, for the Fall 2020 and Spring 2021 semesters as presented. Mr. Robinson seconded. The vote passed upon a roll-call vote with Mr. Jouen, Mr. Robinson, and Mr. Peaches voting in favor. There were no votes against.

President Vest and VPAS Ellison thanked the Board for taking this action to assist students and community members.

7.G. 2020-2021 Salary & Wage Recommendation

VPAS Ellison reviewed the recommendation noting the changes from the recommendation which had to be pulled from the March meeting at the last minute.

President Vest thanked the employees involved in the discussions who accepted the reduction in increase for faculty and exempt staff but continued to advocate for the full \$1 raise for non-exempt employees.

Mr. Jouen asked for confirmation that there was no additional out of pocket expenses to the employees for Health Insurance. VPAS Ellison noted the increase in the employee's contribution in the Employee Only option within the PPO plan.

Mr. Jouen made a motion to approve the 2020-2021 Salary & Wage Recommendation, an increase of 2.5% for faculty and exempt employees and \$1 for non-exempt employees effective January 1, 2020. Mr. Robinson seconded.

Mr. Jouen amended his motion to approve the 2020-2021 Salary & Wage Recommendation, an increase of 2.5% for faculty and exempt employees and \$1 for non-exempt employees effective July 1, 2020. Mr. Robinson seconded the revised motion.

The vote passed upon a roll-call vote with Mr. Jouen, Mr. Robinson, and Mr. Peaches voting in favor. There were no votes against.

7.H. Request to Approve 2020-21 Preliminary Budget

VPAS Ellison reviewed the requested 2020-21 Preliminary Budget documents with the Board.

Mr. Robinson asked if the institution's technology support expenses fall in the Institutional Support (Administration) column. VPAS confirmed that it was. Mr. Robinson pointed out that these costs made it appear that the college Administration expenses were high when in fact it was technology costs.

Mr. Jouen asked where the college would fall in terms of Expenditure Limit. VPAS Ellison responded that the college expected to breach again this year by under \$500,000.00. This will depend on further impact of the pandemic.

VPAS Ellison noted that the community colleges have been asked by the state to identify common descriptions under one area of the required budget documents as every community



college is using their own and it is causing confusion. This will likely be reflected in the budget the Board will see next month but the amounts will remain the same.

Mr. Robinson made a motion to adopt the 2020-21 Preliminary Budget as presented. Mr. Jouen seconded. The vote passed upon a roll-call vote with Mr. Jouen, Mr. Robinson, and Mr. Peaches voting in favor. There were no votes against.

7.I. Request to Approve 2021-2023 Preliminary Capital Budget

VPAS Ellison reviewed the 2021-2023 Preliminary Capital Budget documents.

Mr. Robison asked if the furniture requirements for the new buildings were reflected in the capital budget as a line item. VPAS Ellison noted that those costs were currently incorporated in the \$20 million overall budget for construction at the White Mountain Campus.

Mr. Jouen made a motion to approve the 2021-2023 Preliminary Capital Budget as presented. Mr. Robinson seconded. The vote passed upon a roll-call vote with, Mr. Jouen, Mr. Robinson, and Mr. Peaches voting in favor.

Agenda Item 8: Standing Business

8.A. President's Report

President Vest noted that the county has instituted a new filing requirement for candidates interested in pursuing one of the seats available on the District Governing Board and forms can be requested from the County Elections office.

President Vest noted that the college had received a request for monetary support from Achieve60AZ as matching funds to pursue grant funds for local advocacy and suggested the Board would like to receive a presentation at the May meeting. Mr. Robinson asked for the presentation to be added to the May meeting agenda.

8.B. 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, May 19, 2020.

Agenda Item 11: Adjournment

The meeting was adjourned at 12:22 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, and Mr. Peaches voting in favor. There were no votes against.



Respectfully submitted,



Paul Hempsey
Recording Secretary to the Board

APPROVED

