

Navajo County Community College District Governing Board Meeting Minutes

May 19, 2020 – 10:00 a.m.

ZOOM

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

Governing Board Member Present by Phone:

Governing Board Member Absent:

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: Denise Rominger; Donna Krieser; Cassie Dows; David Huish; Peggy Belknap; Ann Hess; Jessica Kitchens; Judy Yip-Reyes; Betsy Wilson; Rob Pian; Kevin Jones; Gail Campbell; Richard Strickland; Daphne Brimhall; Amber Hill; Lauren Maestas; Tamara Osborne; Lori Cormona; Ernie Hess; Lia Keenan; Rickey Jackson; Ruth Zimmerman; Terrie Shevat; Myrtle Dayzie-Grey; Jeremy Raisor; Josh Rogers; Rebecca Hunt; Rachel Yanof; Matt Weber.

Others Present by Phone:

Agenda Item 1: Call to Order and Pledge of Allegiance

Chair Lucero called the meeting to order at 10:26 a.m. and led the Pledge of Allegiance.

Agenda Item 2: Adoption of Agenda

*Mr. Leslie 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 addressed the Board and reviewed the Financial Position Report.

4.B. NPC Student Government Association (SGA)

Written Report.



4.C. Faculty Association

Kevin Jones, incoming President of Faculty Association, addressed the Board and provided information on the elections that were just held and a short report on current activities.

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

Rebecca Hunt, President of CASO, addressed the Board and reported on the current activities from CASO including the upcoming elections for the position of Vice President.

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

Kevin Jones, Co-chair of SPASC, reported on current attempt to redesign the committee within the newly suggested Integrated Planning work flow.

4.F. Friends and Family

Director Wilson addressed the Board and provided an update on scholarships for the Fall semester as well as recent and upcoming activities from Friends and Family.

4.G. Human Resources

Written Report.

President Vest announced the receipt of a signed contract from Lynda Anderson-Casey who will be joining the college as the Chief Human Resources Office on July 1.

Mr. Leslie asked how the new CHRO would participate in the Payroll RFP process prior to her contract start date. President Vest responded that, should Ms. Anderson-Casey be available, she would work on a temporary employment contract at her hourly rate.

Agenda Item 5: Consent Agenda

- A. **April 14, 2020 Work Session Minutes**
- B. **April 14, 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, 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. Achieve60AZ Presentation

Rachel Yanof, Executive Director of Achieve60AZ, provided a presentation on the history and current information and activities from the organization.

Mr. Lucero asked if Achieve60AZ was working with issues at the K through 12 level. Ms. Yanof responded that the organization does not lobby at the legislature but works with partners and the State Board of Education to advocate for competency based learning and higher graduation standards in high schools.



7.B. Request to Award Contract for Design of WMC Skills Center

VPAS Ellison reviewed the request to award the contract for designing the new Skills Center planned for the White Mountain Campus.

Mr. Lucero asked if the building would be designed with expansion in mind to add square footage in the future. Director Huish noted that this was part of the design.

Mr. Robinson asked if the City of Show Low was going to require an expansion of 8th Avenue because of the planned construction. Director Huish noted that they did not have that information yet but would hold a pre-construction meeting with the City to discuss it.

*Mr. Peaches made a motion to approve the award of contract as presented by staff. 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.C. Commencement Update

Cassie Dows, Commencement Coordinator, addressed the Board and provided an update on how the college would hold a virtual Commencement ceremony.

Mr. Lucero noted that Ms. Dows and her team were doing an excellent job in a difficult situation.

7.D. Strategic Planning Report

Judy Yip-Reyes, Director of Institutional Effectiveness, addressed the Board and provided a report on how the college was planning to move Strategic Planning forward at the college.

7.E. Institutional Effectiveness Quarterly Report

Director Yip-Reyes noted some of the activities her department was currently working on and the effect the pandemic had on some of these activities. Director Yip-Reyes then reviewed the 2019-20 Economic Impact Study commissioned by the Arizona Community College Coordinating Council (AC4) noting the report was received in February 2020 and therefore the impacts estimated in the study were pre-pandemic.

7.F. President's Evaluation Process

President Vest addressed the Board and provided a reminder and brief overview of the President's evaluation process which will take place at the June meeting.

7.G. Recommended Change to Policy 1136

Director Wilson reviewed the recommended changes to Board Policy 1136 and the reasoning behind the request.

Chair Lucero asked to see the intended changes to the Tuition Waiver Procedure as he had concerns over the broad nature of the policy.

*Mr. Peaches made a motion to table the item. **With no second the motion was not considered.***



President Vest shared, on the screen, the expected changes to Procedure 2744.

*Mr. Robinson made a motion to approve Policy 1136 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 Purchase of Laptops, Docking Stations, and Computers

CIO Estes addressed the Board and reviewed the request to purchase 100 laptops, 110 docking stations, and 10 Desktop computers.

*Mr. Robinson made a motion to approve the purchase of Laptop computers, Docking Stations, and Desktop computers from CDWG in the amount of \$159,658.38 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.I. Request to Approve Purchase of Mini Dome Cameras

CIO Estes reviewed the request to purchase cameras noting they were for technology related areas and not part of the overall campus security operations.

*Mr. Robinson made a motion to approve the purchase of Mini Dome Cameras from CDWG in the amount of \$111,613.03 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.***

7.J. Request to Approve Purchase of Cisco Catalyst 9200 Switches

CIO Estes reviewed the request to purchase 24 Catalyst Switches with the Board.

Mr. Lucero asked for information on what exactly a “switch” is. CIO Estes described what the switch is and the job it does within the college technology framework.

*Mr. Robinson made a motion to approve the purchase of 24 Catalyst Switches from CDWG in the amount of \$99,037.47 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.***

7.K. Restructure & Changes to Terms of Employment

VPLSS Clark reviewed the proposed changes to the structure of the college and the position reassignments plus a Reduction in Force request that supports the new structure.

Chair Lucero asked for clarification on the duties of the early college advisor positions which VPLSS Clark provided. Chair Lucero confirmed that they would be receiving training to assist the students they would now be serving. Mr. Leslie asked if the new advisors would be taking the same handbook approach that was presented a couple of months ago. VPLSS Clark noted that they would be cross trained with the Academic Advisors and would have a similar handbook to follow, amended to their needs.



Mr. Leslie asked if the students would receive counseling on Financial Aid and financial literacy should they choose to continue into a full-time student after high school. VPLSS Clark confirmed that this was already part of the TALON program and would be incorporated into the Early College Advisor training and presentations.

Mr. Robinson asked why the Dean of Nursing position was becoming a Director rather than Associate Dean as the college already has an Associate Dean position. VPLSS Clark noted that it was the commonly used title within community colleges and was placed at the same level as an Associate Dean.

*Mr. Robinson made a motion to accept the College restructure and associated changes to terms of employment created by the creation of the new division. 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.***

Agenda Item 8: Standing Business

8.A. President's Report

President Vest reported on the current situation at the State Legislature and potential bills that may be voted on. President Vest also noted the creation of a Fall Operations Group to develop a return-to-campus scenario for the fall, with the caveat that it could all change as the situation with COVID-19 evolves. Employee contracts should also be mailed out today.

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

Mr. Robinson reminded staff of his request for an update on the Surgical Technology and Therapeutic Massage programs which VPLSS Clark noted was slated to come to the Board at the June meeting.

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, June 16, 2020.

Agenda Item 11: Adjournment

*The meeting was adjourned at 12:22 p.m. upon a motion by Mr. Leslie 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

