

Navajo County Community College District Governing Board Meeting Minutes

June 16, 2020 – 10:00 a.m.

ZOOM

Governing Board Member Present: Mr. Frank Lucero; Mr. Derrick Leslie (Joined after the first vote); Mr. Everett Robinson; Mr. Elias Jouen.

Governing Board Member Present by Phone:

Governing Board Member Absent: Mr. Daniel Peaches.

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: Carlos Reinhold; Denise Rominger; Lauralee Parsons; Peggy Belknap; Daphne Brimhall; Ruth Zimmerman; Susan Jensen; Judy Yip-Reyes; Sandy Manor; Robert Johnson; Betsy Wilson; Ann Hess; Gail Campbell; Lia Keenan; Amber Hill; Terrie Shevat; Lauren Maestas; Ernie Hess; Wei Ma; Donna Krieser; Matt Weber; Rickey Jackson.

Others Present by Phone:

Agenda Item 1: Call to Order and Pledge of Allegiance

Chair Lucero called the meeting to order at 10:04 a.m. and asked Maderia Ellison to lead Pledge of Allegiance.

Agenda Item 2: Adoption of Agenda

*Mr. Robinson moved to table Items 11 and 12 till the August meeting and adopt the agenda as amended. Mr. Jouen seconded the motion. **The motion passed upon a roll-call vote with Mr. Jouen, Mr. Robinson, and Chair Lucero 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)

No Report.

4.C. Faculty Association

No Report.



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

No Report.

4.E. Friends and Family

Director Wilson addressed the Board and provided an update on recent Friends and Family activities noting the recipients of various scholarships for the Fall semester.

4.F. Human Resources

Written Report.

Agenda Item 5: Consent Agenda

- A. May 19, 2020 Budget Hearing Minutes
- B. May 19, 2020 Special Board Meeting Minutes
- C. May 19, 2020 Regular Meeting Minutes
- D. TALON to Consortium IGA Amendments between Navajo County Community College District and Dishchiibikoh Community School District; Joseph City USD; Red Mesa USD; Sanders USD; Snowflake USD; Whiteriver USD.
- E. IGA between Navajo County Community College District and Navajo County for emergency notifications.

Mr. Robinson made a motion to accept the consent agenda as presented. Mr. Leslie seconded. The motion 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 6: Old Business

None.

Agenda Item 7: New Business

7.A. Scholarship Update

VPLSS Clark addressed the Board and provided an update on the use of college offered scholarships noting changes that were being made this year that will affect future reporting.

Mr. Robinson asked if the President's Scholars Program was still active. VPLSS Clark noted that it was and the college was just moving underutilized funds from the scholarship to new areas to support students.

7.B. Program Review: Disability Resource & Access (DRA)

Coordinator Manor addressed the Board and provided a review of the Disability Resource & Access operations at the college, informing them of current efforts to rename the department.

7.C. Program Update Surgical Tech & Massage Therapy

VPLSS Clark provided a review of the first semester of the Surgical Technology and Therapeutic Massage programs at the college.

Mr. Robinson thanked VPLSS Clark for the report.



7.D. Higher Learning Commission Financial Ratios

VPAS Ellison reviewed the HLC Financial Ratios with the board noting the college remained in good health.

7.E. Call for Election

President Vest addressed the Board and reviewed the Call for Election for three seats, District 1, District 2, and District 4.

*Mr. Robinson made a motion to adopt the resolution calling for Elections for open seats in Districts 1, 2, and 4, cooperating with Navajo County Election Services as presented. Mr. Leslie seconded. **The motion passed upon a roll-call vote with Mr. Jouen, Mr. Robinson, Chair Lucero, and Mr. Leslie voting in favor. There were no votes against.***

7.F. 2020-21 & 2021-22 Academic Calendar Revisions

VPLSS Clark reviewed the request to amend the Academic Calendars for 2020-21 and 2021-22 adding the two additional leave days during the winter break that the Board approved at the April meeting

Mr. Lucero asked if the Spring semester would run two days longer. VPLSS Clark responded that it would not, as students were not in class during this time so no instruction is affected.

*Mr. Robinson made a motion to approve the revisions to the 2020-21 & 2021-22 Academic Calendar as presented. Mr. Leslie seconded. **The motion passed upon a roll-call vote with Mr. Jouen, Mr. Robinson, Chair Lucero, and Mr. Leslie voting in favor. There were no votes against.***

7.G. 2022-2023 Academic Calendar

VPLSS Clark reviewed the Academic Calendar for 2022-2023 and noted staff recommends approval.

*Mr. Robinson made a motion to adopt the 2022-2023 Academic Calendar as presented. Mr. Leslie seconded. **The motion passed upon a roll-call vote with Mr. Jouen, Mr. Robinson, Chair Lucero, and Mr. Leslie voting in favor. There were no votes against.***

7.H. Annual CFO Designation

VPAS Ellison reviewed the request to designate a college employee as Chief Fiscal Officer, noting the Auditor General's office was now providing a template to use on an annual basis.

*Mr. Robinson made a motion to accept the resolution designating VPAS Ellison as CFO. Mr. Leslie seconded. **The motion passed upon a roll-call vote with Mr. Jouen, Mr. Robinson, Chair Lucero, and Mr. Leslie voting in favor. There were no votes against.***



7.I. Request to Approve Annual Renewal of Jenzabar

CIO Estes reviewed the request to approve the renewal of the Jenzabar maintenance and support contract for a cost of \$256,680.08, noting the request was a sole source purchase.

*Mr. Robinson made a motion to renew the Jenzabar contract for July 2020 to June 2021 in the amount of \$256,680.08 as a sole source purchase. Mr. Leslie seconded. **The motion passed upon a roll-call vote with Mr. Jouen, Mr. Robinson, Chair Lucero, and Mr. Leslie voting in favor. There were no votes against.***

7.J. Request to Award Contract: Uniformed Security Services

VPAS Ellison reviewed the request to award a contract for Uniformed Security Services to Strategic Security Corporation, noting this was the only completed submission from the RFP process.

Mr. Jouen asked where the company was based. Carlos Reinhold, Manager of Emergency Services & Public Safety, reported the company was based in New Jersey. Mr. Jouen asked if the company had offices in the area. VPAS responded that they had local and regional offices in Arizona with a local office in Flagstaff being the most likely point of contact for the college.

*Mr. Jouen made a motion to award the contract to Strategic Security Corporation in an amount not to exceed \$75,000 annually. Mr. Leslie seconded. **The motion passed upon a roll-call vote with Mr. Jouen, Mr. Robinson, Chair Lucero, and Mr. Leslie voting in favor. There were no votes against.***

Mr. Leslie left the meeting at 10:57a.m.

7.K. Recommendation to Partner with Achieve60AZ on Grant

President Vest reviewed the recommendation to partner with Achieve60AZ on a grant opportunity, noting the commitment was for a three-year period and total cost of no more than \$1500.

*Mr. Jouen made a motion to approve the request to partner with Achieve60AZ with an annual contribution of \$500 for three years. Mr. Robinson seconded. **The motion passed upon a roll-call vote with Mr. Jouen, Mr. Robinson, and Chair Lucero voting in favor. There were no votes against.***

7.L. 2020-2022 Dual Enrollment IGAs

VPLSS Clark noted the new Dual Enrollment IGAs were for a two-year period instead of one and this was the only change to the agreement.

*Mr. Robinson made a motion to approve the 2020-2022 Dual Enrollment IGAs as presented. Mr. Jouen seconded. **The motion passed upon a roll-call vote with Mr. Jouen, Mr. Robinson, and Chair Lucero voting in favor. There were no votes against.***



President Vest noted that future Dual Enrollment IGAs would be moved back to the consent agenda.

7.M. Policy 1102 – Equal Opportunity, Harassment, and Nondiscrimination Policy

VPLSS Clark reviewed the request to approve changes to Policy 1102 noting the reason behind the changes. VPLSS Clark also noted that training will be available for Board members, through the college’s membership of ATIXA, on June 25th and interested Board members should contact Recording Secretary to the Board Hempsey.

Mr. Lucero asked if the training would be on Zoom. VPLSS Clark responded that it would be a webinar and likely on Zoom.

Mr. Jouen asked if ATIXA has an association with the Association of Community College Trustees. VPLSS Clark responded that she was unaware of an association but many of the community colleges in Arizona were members to the extent that they were considering a consortium agreement for next year.

Mr. Robinson asked if the revision would cause changes to other college Policies and Procedures. VPLSS Clark responded that it would and noted a list was already started in the event that the new policy is approved.

*Mr. Robinson made a motion to adopt the revisions to Policy 1102 – Equal Opportunity, Harassment, and Nondiscrimination with the final document including any title changes, and page number amendments as noted in the document. Mr. Jouen seconded. **The motion passed upon a roll-call vote with Mr. Jouen, Mr. Robinson, and Chair Lucero voting in favor. There were no votes against.***

Agenda Item 8: Standing Business

8.A. President’s Report

President Vest reported that the college has developed an Operations plan for the summer and fall semesters addressing the current pandemic but it will continue to evolve as the situation changes. President Vest also noted an opportunity for the college attorney to present a training at the August meeting if Board members were interested. Chair Lucero noted that he would like to hear if the Arizona School Board Association would provide their annual training this year as he believed it would be more beneficial.

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, August 18, 2020.



Agenda Item 11: Executive Session: Pursuant to ARS 38-431.03(A)(1) – the District Governing Board may vote to enter Executive Session for discussion on the President’s performance and contract

Per the motion to adopt the agenda item 11 was tabled till the August meeting.

Agenda Item 12: Possible Action on the President’s Contract

Per the motion to adopt the agenda item 12 was tabled till the August meeting.

Agenda Item 13: Adjournment

The meeting was adjourned at 11:18 a.m. upon a motion by Mr. Robinson and a second by Mr. Jouen. The motion passed upon a roll-call vote with Mr. Jouen, Mr. Robinson, and Chair Lucero voting in favor. There were no votes against.

Respectfully submitted,



Paul Hempsey
Recording Secretary to the Board

