

Navajo County Community College District Governing Board Meeting Minutes

August 18, 2020 – 10:00 a.m.

ZOOM

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

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; Chief Information Officer (CIO) Scott Estes; Interim Chief Human Resources Officer (CHRO) Peggy Belknap; Recording Secretary to the Board Paul Hempsey.

Others Present: David Huish; Jennifer Dobell; Jennifer Brown; Amber Hill; Judy Yip-Reyes; Renell Heister; Jon Wisner; Rickey Jackson; Jeremy Raisor; Tamara Osborne; Allison Landy; Susan Jensen; Terrie Shevat; Kevin Jones; Ann Hess; Lauren Maestas; Chantal Kescoli; Colleen Readle; Richard Strickland; Jane Manthei; Betsy Wilson; Lia Keenan; Josh Rogers; Marletha Baloo; Myrtle Dayzie-Grey; Karen Zimmerman; Lori Cormona.

Others Present by Phone:

Agenda Item 1: Call to Order and Pledge of Allegiance

Chair Lucero called the meeting to order at 10:02 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 motion carried upon a roll-call vote with Mr. Peaches, Mr. Leslie, 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

Amber Hill, Director of Financial Services, addressed the Board and reviewed the Financial Position Report noting the fiscal year ended on June 30th.

4.B. Assessment of Student Knowledge Annual Report

Dr. Allison Landy, Chair of the Assessment of Student Knowledge committee, addressed the Board and provided an annual report.



4.C. Office of Institutional Effectiveness Quarterly Update

Dr. Judy Yip-Reyes, Director of Institutional Effectiveness, provided a quarterly report of activities highlighting the results from a student survey conducted on the college's response to the current pandemic.

4.D. NPC Student Government Association (SGA)

No Report.

4.E. Faculty Association

No Report.

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

Written Report.

4.G. Strategic Planning and Accreditation Steering Committee (SPASC)

Kevin Jones, Co-chair of SPASC, addressed the Board and reported that SPASC will be disbanding, after handing off ongoing activities to other areas to ensure the work continues on Board approved initiatives.

4.H. NPC Friends and Family

Director Wilson addressed the Board and provided an update on recent Friends and Family activities highlighting the virtual Pedal the Petrified and the ongoing efforts to assist students attending the college this year.

Mr. Jouen joined the meeting at 10:25 a.m.

4.I. Human Resources

Written Report.

Chair Lucero asked if the college would be taking action on procedures that he feels need immediate work. President Vest responded that his immediate concern was staffing for the Fall semester but had already discussed procedures with Interim Chief Human Resources Officer Belknap and hoped to continue the work already begun on procedures while the position is filled permanently.

Mr. Peaches requested paper copies of the agenda and minutes from the meeting. Recording Secretary to the Board Hempsey stated he would take care of the request.

Agenda Item 5: Consent Agenda

- A. **June 16, 2020 Regular Meeting Minutes**
- B. **August 5, 2020 Special Meeting Minutes**
- C. **Dual Enrollment IGAs between Navajo County Community College District and Blue Ridge USD; Holbrook USD; Show Low USD; St. Johns USD; Whiteriver USD.**
- D. **TALON to Consortium IGA between Navajo County Community College District and Blue Ridge USD; Ganado USD; Edkey Inc. Sequoia Village School.**
- E. **TALON to Consortium IGA Amendments between Navajo County Community College**

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Northland Pioneer College

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District and Blue Ridge USD; Holbrook USD; Sanders USD; Edkey Inc. Sequoia Village School; Show Low USD; St. Johns USD; Winslow USD.

Mr. Robinson made a motion to adopt the consent agenda as presented. Mr. Jouen seconded. The motion carried upon a roll-call vote with Mr. Peaches, 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. NACOG Partnership

Jennifer Brown, Director of Head Start for the Northern Arizona Council of Governments (NACOG) provided a report on current activities, details on current and potential partnership opportunities with the college, and why they are important to NACOG.

President Vest noted that the updated Master Facilities Plan did include space at college locations for potential childcare facilities.

Mr. Jouen asked how a partnership in Winslow would look like, as NACOG was already partnering with Winslow Unified School District (WUSD). Ms. Brown noted that WUSD had offered to provide more space within their facility but discussion would not take place till she received an answer from the college. However, she would envision a three-way partnership between the college, NACOG, and WUSD with a facility on college land if the Board approved.

Mr. Robinson asked if the delay involved in building a facility on the Little Colorado Campus would cause issues that could be resolved with a partnership with WUSD. Ms. Brown stated it would not.

Mr. Robinson asked for clarification on next steps. President Vest responded that the next step would be talking more specifically with NACOG about available land on college locations which could be leased to NACOG for construction of childcare facilities.

Chair Lucero asked for clarification on which locations were being discussed and which was the current priority. Ms. Brown responded that Winslow was the priority followed by Show Low and Snowflake. Chair Lucero asked why Holbrook was left out. Ms. Brown responded that they had a wonderful partnership with Holbrook Unified School District which provided plenty of space for Head Start programs.

Mr. Leslie left the meeting at 10:58 a.m.

President Vest noted that the Board would be able to give direction during Agenda Item 7.F., the recommendation to accept the updated Master Facilities Plan.



7.B. 2020 USDA Rural Utilities Distance Learning and Telecommunications Grant

CIO Estes addressed the Board and provided information on a grant opportunity the college was pursuing, reviewing how the funds would be used if the grant proposal is accepted.

Chair Lucero asked if the college can meet the parameters of the grant if offered. CIO Estes responded that the college was able to meet the requirements as listed.

Mr. Jouen asked what the funding match would be for the college. CIO Estes responded that it was a fifteen percent match, which could be an in-kind match, and the college would exceed that in salary costs for staff.

7.C. Program Review Summary: High School Programs

Renell Heister, Project Director for Title III TALON Grant, and Karen Zimmerman, Early College Advisor, provided a summary of High School programs, noting it would now transition to the Early College program.

President Vest asked VPLSS Clark to remind the Board of the structural changes already made to provide the framework for completing the plans for the Early College Program.

7.D. Program Review Summary: Administration of Justice

Jon Wisner, Director of Public Safety Education, addressed the Board and provided a summary of the Administration of Justice Program through the Northeastern Arizona Law Enforcement Academy.

7.E. NATC Board Change Request

VPLSS Clark addressed the Board and reviewed the request to amend the college membership on the Northeastern Arizona Training Center (NATC) Board.

*Mr. Robinson made a motion to appoint Brian Gardner to the NATC Board, replacing Peggy Belknap, as presented. Mr. Jouen seconded. **The motion carried upon a roll-call vote with Mr. Peaches, Mr. Jouen, Mr. Robinson, and Chair Lucero voting in favor. There were no votes against.***

7.F. Recommendation to Accept Updated Master Facilities Plan

David Huish, Director of Facilities and Vehicles, addressed the Board and reviewed the updated Master Facilities Plan.

Chair Lucero asked if paper copies of the plan would be made available to Board members. Director Huish noted that once the plan was approved by the Board paper copies would be created and made available.

Chair Lucero asked if the second priority, after construction at the Show Low location, was still changes at the Winslow campus, as a need was identified. Director Huish noted that the changes at the Winslow campus were in the document and money was already being budgeted for them.



Chair Lucero asked about the positioning of childcare facilities at the three locations mentioned earlier in the meeting. Director Huish and President Vest walked through the plans for each campus location highlighting the potential areas childcare facilities could be placed.

Chair Lucero asked what approval of the Updated Master Facilities Plan was tying the college to. Director Huish responded that approval was tying the college to the current vision to address the facility needs of the college at this time. President Vest noted that the plan does not commit the college to construction of the facilities, which would come to the Board as action items based on the plan.

Chair Lucero asked if the college would be able to control what NACOG buildings were put on college locations. President Vest responded that they would be able to write that in to any agreement with NACOG.

Mr. Jouen asked if changes had to be made would they come to the Board for approval. Director Huish noted that any construction or renovation of college facilities would have to come before the Board for approval.

*Mr. Robinson made a motion to adopt the Updated Master Facilities Plan as presented. Mr. Jouen seconded. **The motion carried upon a roll-call vote with Mr. Peaches, Mr. Jouen, Mr. Robinson, and Chair Lucero voting in favor. There were no votes against.***

7.G. Policy 1102: Equal Opportunity, Harassment, and Nondiscrimination

VPLSS Clark reviewed the changes made to Policy 1102 since the Board approved it in June.

Mr. Robinson asked if future changes would require the Board to go through the same process each time. VPLSS Clark noted they would have to approve the changes but, if they were not substantial, they could be dealt with in the Consent Agenda.

*Mr. Robinson made a motion to adopt Policy 1102: Equal Opportunity, Harassment, and Nondiscrimination as presented. Mr. Peaches seconded. **The motion carried upon a roll-call vote with Mr. Peaches, 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 Convocation took place yesterday in a virtual format and noted some of the items discussed. President Vest also highlighted the publication of an article in the Community College Journal which prominently featured NPC.

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

Chair Lucero asked for information on membership and membership dues payments for NATC over the previous two years.



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, September 15, 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

*At 12:24 p.m. Mr. Peaches made a motion for the Board to go into Executive Session. Mr. Robinson seconded the motion. **The motion carried upon a roll-call vote with Mr. Jouen, Mr. Robinson, Chair Lucero, and Mr. Peaches voting in favor. There were no votes against.***

*At 1:05 p.m. The Board moved back into regular session and adjourned from executive session upon a motion by Mr. Jouen, seconded by Mr. Peaches. **The motion carried upon a roll-call vote with Mr. Jouen, Mr. Robinson, Chair Lucero, and Mr. Peaches voting in favor. There were no votes against.***

Agenda Item 12: Possible Action on the President’s Contract
No action.

Agenda Item 13: Adjournment

*The meeting was adjourned at 1:08 p.m. upon a motion by Mr. Robinson and a second by Mr. Peaches. **The motion carried upon a roll-call vote with Mr. Peaches, Mr. Jouen, Mr. Robinson, and Chair Lucero voting in favor. There were no votes against.***

Respectfully submitted,



Paul Hempsey
Recording Secretary to the Board

