

Navajo County Community College District Governing Board Meeting Minutes

November 17, 2020 – 9:00 a.m.

ZOOM

Governing Board Member Present: Mr. Frank Lucero; Mr. Everett Robinson; Mr. Elias Jouen.

Governing Board Member Present by Phone:

Governing Board Member Absent: Mr. Daniel Peaches; Mr. Derrick Leslie.

Staff Present: Interim President Jeanne Swarhout; Vice President for Learning and Student Services (VPLSS) Jessica Clark; Vice President for Administrative Services (VPAS) Maderia Ellison; Chief Information Officer (CIO) Scott Estes; Interim Chief Human Resources Officer (CHRO) Peggy Belknap; Recording Secretary to the Board Paul Hempsey.

Others Present:

Others Present by Phone: Amber Hill; David Huish; Gary Santillanes; Donna Krieser; Frank Pinnell; Lia Keenan; Tamara Osborne; Judy Yip-Reyes; Gail Campbell; Betsy Wilson; China Cassidy; Rickey Jackson; Terrie Shevat; Ruth Zimmerman; Jen Hernandez; Diane Joe; Lori Carmona; Jeremy Raisor; Ann Hess; Robert Johnson; Lauren Maestas; Colleen Readell; Rebecca Hunt; Marletha Baloo; Josh Rogers.

Agenda Item 1: Call to Order and Pledge of Allegiance

Chair Lucero called the meeting to order at 9:04 a.m. and led the Pledge of Allegiance.

Agenda Item 2: Adoption of Agenda

Mr. Robinson moved to adopt the agenda as presented. Mr. Jouen seconded the motion. The motion carried 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

Dr. Gary Santillanes commented on the Presidential Search process.

Agenda Item 4: Reports

4.A. Financial Position

VPAS Ellison addressed the Board and reviewed the Financial Position Report noting that total expenditure is more than revenue but that this is typical for the time of year as we await Property Tax revenues to come in.

4.B. NPC Student Government Association (SGA)

Written Report.



4.C. Faculty Association

No Report.

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

No Report.

4.E. NPC Friends and Family

Director Wilson addressed the Board and provided an update on recent Friends and Family activities highlighting the receipt of another Del E. Webb Foundation grant, this time to serve students in the Nursing Assistant program.

4.F. Human Resources

Written Report.

Chair Lucero asked for an update on the Chief Human Resources Officer search which Interim CHRO Belknap provided.

4.G. President's Report

Interim President Swarthout informed the Board of the notice of retirement received from Dean of CTE and Interim CHRO Belknap and the intent to conduct a regional search to fill the position. A consolidated approach to the Transwestern Pipeline litigation was coming together to lobby for legislative assistance. There has also been an uptick in COVID positive and exposure reports throughout the college and anonymous tracking would now start. The Hopi center would close for two weeks due to potential exposure of employees.

Agenda Item 5: Consent Agenda

- A. **October 13, 2020 Special Meeting Minutes**
- B. **October 13, 2020 Executive Session Minutes**
- C. **October 20, 2020 Regular Meeting Minutes**
- D. **October 20, 2020 Executive Session Minutes**
- E. **October 27, 2020 Special Meeting Minutes**
- F. **October 27, 2020 Executive Session 1 Minutes**
- G. **October 27, 2020 Executive Session 2 Minutes**

Mr. Robinson made a motion to approve the consent agenda as presented. Mr. Jouen seconded. The motion carried upon a roll-call vote with Mr. Robinson, Chair Lucero, and Mr. Jouen, voting in favor. There were no votes against.

Agenda Item 6: Old Business

6A.I. Request to Approve ACCT as Search Firm for NPC's President Position

Interim President Swarthout addressed the Board and reviewed the request to utilize ACCT as the Search Firm to assist with the process.

Mr. Robinson made a motion to approve staff to move forward with the Association of Community College Trustees (ACCT) to support NPC's presidential search process as



presented. Mr. Jouen seconded. The motion carried upon a roll-call vote with Mr. Robinson, Chair Lucero, and Mr. Jouen, voting in favor. There were no votes against.

6A.II. Request to Appoint Search Committee Membership

Interim President Swarthout reviewed the request to appoint membership to the Presidential Search Committee.

Board Member Jouen invited Dr. Gary Santillanes to expand on his comments, during the Call for Public Comment, on the membership of the committee which he was happy to do.

Chair Lucero asked which areas of the college the faculty recommended for appointment represented and Dr. Santillanes provided their roles.

Board Member Jouen asked how the faculty had been chosen with both Dr. Santillanes and Interim President Swarthout recounting their knowledge of the selection process conducted by Faculty Association.

Mr. Robinson made a motion to appoint Frank Pinnell, Ryan Jones, Dr. Xander Henderson, Donna Krieser, Rebecca Hunt, Ben Sandoval, Betsy Wilson, Gail Campbell, Rickey Jackson, Matt Weber, a student to be named by the Student Government Association to the search committee and allow Dr. Judy Yip-Reyes as a Non-Voting Facilitator if desired by the committee. Mr. Jouen seconded. The motion carried upon a roll-call vote with Mr. Robinson, Chair Lucero, and Mr. Jouen, voting in favor. There were no votes against.

6A.III. Request to Approve the Initial Salary Range and Key Qualification Areas for the NPC President Position

Interim President Swarthout reviewed the request to approve an Initial Salary Range for the new President as well as some of the desired qualifications that would be sought.

Mr. Robinson made a motion to approve the salary range for the future President as \$185,000.00 to \$220,000.00 and defer to the Presidential Search Committee and search firm to provide a recommendation for Key Qualifications to the Board for review and action. Mr. Jouen seconded.

Mr. Jouen asked if the Board would have the opportunity to review details on candidates. Interim President Swarthout responded that the Board would be reviewing many documents throughout the process for approval and would be expected to interview the finalists put forward by the Search Committee.

Chair Lucero asked Dr. Santillanes whether his comment during the Call for Public Comment regarding requiring a Ph.D. was his own opinion, an opinion shared by multiple faculty, or a position of the Faculty Association. Dr. Santillanes responded that he knew many members of faculty that shared his view.



The motion carried upon a roll-call vote with Mr. Robinson, Chair Lucero, and Mr. Jouen, voting in favor. There were no votes against.

Agenda Item 7: New Business

7.A. Request to Approve Hazing Policy

VPLSS Clark addressed the Board and reviewed the request for approval of a new Board Policy on hazing, noting it was required by State Statute.

Mr. Robinson made a motion to adopt the Hazing Policy, 1431, as presented. Mr. Jouen seconded. The motion carried upon a roll-call vote with Mr. Robinson, Chair Lucero, and Mr. Jouen, voting in favor. There were no votes against.

7.B. NATC Request to Release Funds for Architectural Design Fees

VPLSS Clark reviewed the request to release funds from the state appropriation for construction at the Northeast Arizona Training Center to be used for Architectural Design fees.

Chair Lucero asked why the fees for the design of the building to house the Virtual Firearms equipment were so high. Director of Facilities and Vehicles, David Huish, broke out the costs to show what additional items were included in the fees. Board Member Jouen asked what percentage of the total expected building cost the fees represented. Director Huish responded that it was 7.1% of the estimated total construction cost which was an approved, state contracted, rate for Architectural design fees.

Chair Lucero asked if the college had conducted a soil sample test at NATC a few years ago. Director Huish responded with details of the previous test and changes that had happened since then to require new testing.

Board Member Robinson asked about the archeological site identified previously at NATC and whether it would cause any issues with construction. Interim President Swarthout noted that it would no longer be an issue.

Mr. Jouen made a motion to approve the release of \$75,000.00 of the state appropriation funds to contract LEA Architects, LLC to design Phase 1 of the architectural plan with additional design services as presented. Mr. Robinson seconded. The motion carried upon a roll-call vote with Mr. Robinson, Chair Lucero, and Mr. Jouen, voting in favor. There were no votes against.

7.C. Request to Award Contract for Cosmetology Supplies, Student Kits with Professional Quality Tools and Equipment

VPAS Ellison reviewed the request to award contracts to two vendors for Cosmetology supplies, kits, tools and other equipment, informing the Board of the process used to arrive at the request.

Chair Lucero asked if the primary requirement will still be to order at the best price. VPAS Ellison noted that the department had a budget to manage and needed to make the best decisions with that in mind.



Mr. Robinson made a motion to award a contract to both Northpoint Distribution, Inc. (dba Armstrong McCall) and The Burmax Company, Inc. (Burmax) as presented. Mr. Jouen seconded. The motion carried upon a roll-call vote with Mr. Robinson, Chair Lucero, and Mr. Jouen, voting in favor. There were no votes against.

7.D. Fall 2020 Enrollment Report

Director of Enrollment Services, Jeremy Raisor, reviewed the Fall 2020 Enrollment report noting the additional information provided to the Board this time which previous reports did not contain and walking Board members through the new material.

Board Member Robinson asked if there was a way to track whether the half-price tuition had attracted students that we would not normally have seen. Director Raisor responded that there could be options available to provide this data.

Board Member Robinson asked how the decline in Enrollment might impact the Expenditure Limitation formula for the future. VPAS Ellison offered to cover the subject in the Budget item coming up on the agenda.

Chair Lucero asked how NPC compared to other colleges. Director Raisor responded that the declines from this year were fairly typical across other institutions and VPLSS Clark noted that the upcoming Strategic Vision Outcomes Report agenda item contained data that may help answer the question.

7.E. Office of Institutional Effectiveness Quarterly Report

Director Yip-Reyes presented the quarterly report from the Office of Institutional Effectiveness and offered to answer any questions the Board may have.

7.F. Annual Report to the Governor

Interim President Swarouth presented the annual Report to the Governor noting this was a requirement of State Statute following a required template and had been prepared and submitted under the previous President.

7.G. Arizona Community Colleges 2020 Strategic Vision Outcomes Report

VPLSS Clark reviewed the Arizona Community Colleges 2020 Strategic Vision Outcomes Report.

7.H. Review of 2021-22 Budget Assumptions and Guidelines

VPAS Ellison reviewed the 2021-22 Budget Assumptions and Guidelines, reminding the Board that they had approved the calendar that would be followed for the process.

7.I. Annual Evaluation of Contract with Sentry Welding

VPAS Ellison informed the Board that an evaluation cycle was built in to the college RFP process and had recently been concluded with Sentry Welding. The Board had received communication directly from Sentry Welding and a meeting had taken place between the college



and Sentry Welding representatives. It was agreed that the contract would continue through June 30, 2021 with a new RFP being issued in the Spring semester of 2021.

Board Member Jouen thanked everyone involved in addressing the concerns brought forward to the Board and coming to an agreeable resolution.

7.J. Board Self-Assessment Process

Interim President Swarouth reminded the Board of their annual self-evaluation and noted the open-ended questions may be where the Board finds the most value.

Board Member Jouen asked whom they should contact with any questions on the form or process. Interim President Swarouth offered to field any questions from Board Members.

Agenda Item 8: DGB Agenda Items and Informational Needs for Future Meetings

None.

Agenda Item 9: Board Report/Summary of Current Event

Board Member Robinson commended the Performing Arts Department for its online offerings available on the college's You Tube channel through the end of the month.

Board Member Jouen reported a spike in COVID-19 cases in Winslow and throughout Navajo County.

Agenda Item 10: Announcement of Next Regular Meeting: Regular District Governing Board meeting on Tuesday, December 15, 2020 at 9 a.m.

Agenda Item 11: Adjournment

The meeting was adjourned at 10:51 a.m. upon a motion by Mr. Robinson and a second by Mr. Jouen. The motion carried 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

