

# Navajo County Community College District Governing Board Meeting Minutes

January 19, 2021 – 9:00 a.m.

ZOOM

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**Governing Board Member Present:** Mr. Frank Lucero; Mr. Everett Robinson; Ms. Kristine Laughter; Mr. Derrick Leslie (Joined at 9:10 a.m.); Mr. Elias Jouen (joined at 9:05 a.m. and left at 9:28 a.m.).

**Governing Board Member Present by Phone:**

**Governing Board Member Absent:**

**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; Director of Institutional Effectiveness Judy Yip-Reyes; Recording Secretary to the Board Paul Hempsey.

**Others Present:** Myrtle Dayzie-Grey; Elinor Henderson; Amy Henderson; Xander Henderson; Suzanne Henderson; Tracy Holt-Mancuso; Debra McGinty; Denise Rominger; Michael Broyles; Barbara Burstein; Lia Keenan; Bobbi Sample; Rich Chanick; Susan Jensen; Donna Miller; David Glennon; M. Kuntzerlman; Gary Santillanes; Josh Rogers; Betsy Wilson; Lori Carmona; Cassie Dows; Nicole Ulibarri; Gail Campbell; Robbin Henderson; Allison Landy; Robert Johnson; Jeremy Raisor; Pamela Dominguez; Mark Henderson; Isadora Kunitz; Terrie Shevat; William Hobson; Ann Hess; Margo Teague; Colleen Readell; Tamara Osborne; Patti Van Tuyl; Tabitha Stickel; Dal Henderson; Daphne Brimhall; Mark Vest; Diane Joe; Kevin Jones; Donna Soseman; Rebecca Hunt; Ruth Zimmerman; Jennifer Bishop; Elizabeth Oliphant; Pat Lopez; David Huish; Matt Weber; Tanya Henderson.

**Others Present by Phone:**

## **Agenda Item 1: Call to Order and Pledge of Allegiance**

Chair Lucero called the meeting to order at 9:02 a.m. and asked Mr. Robinson to lead the Pledge of Allegiance.

## **Agenda Item 2: Adoption of Agenda**

*Mr. Robinson moved to adopt the agenda as presented. Ms. Laughter seconded the motion. **The motion carried upon a roll-call vote with Ms. Laughter, Mr. Robinson, and Chair Lucero voting in favor. There were no votes against.***



**Agenda Item 3: Request to Approve Administrator Emeritus – Tracy Holt-Mancuso**  
*Mr. Robinson made a motion to approve the award of Administrator Emeritus status to Tracy Holt-Mancuso. Ms. Laughter seconded. **The motion carried upon a roll-call vote with Ms. Laughter, Mr. Robinson, and Chair Lucero voting in favor. There were no votes against.***

Mr. Jouen joined the meeting at 9:05 a.m.  
Mr. Leslie joined the meeting at 9:10 a.m.

**Agenda Item 4: Emeritus and Meritorious Awards**

- a. **Dr. Eric Henderson**
- b. **Eli Blake**
- c. **Myrtle Dayzie-Grey**
- d. **Bobbi Sample**
- e. **Tracy Holt-Mancuso**
- f. **Dr. Debra McGinty**
- g. **Mark Vest**

Interim CHRO Belknap, assisted by Dean Rickey Jackson, virtually presented the awards and promised to ship the items to each former employee or, in the case of posthumous awards, to family members.

Mr. Jouen left the meeting at 9:28 a.m. due to technical difficulties.

**Agenda Item 5: Election of Board Officers and Appoint AACCT Representative(s)**  
*Mr. Robinson moved to reappoint Mr. Lucero as Chair for 2021. Mr. Leslie seconded. **The motion carried upon a roll-call vote with Ms. Laughter, Mr. Robinson, Mr. Leslie, and Chair Lucero voting in favor. There were no votes against.***

Chair Lucero recommended Board Member Robinson for the position of Board Secretary.

*Mr. Leslie made a motion to appoint Board Member Robinson as Board Secretary, Ms. Laughter seconded. **The motion carried upon a roll-call vote with Ms. Laughter, Mr. Leslie, and Chair Lucero voting in favor. There were no votes against. Mr. Robinson abstained.***

Chair Lucero provided some history of the Arizona Association of Community College Trustees (AACCT) meetings and offered to remain as AACCT representative for the Board, but agreed with the idea to have an alternate identified. Ms. Laughter offered to be the alternate if Chair Lucero was unable to attend any meetings.

*Mr. Leslie made a motion to appoint Chair Lucero as the Board representative to AACCT and have Board Member Laughter as an alternate. Mr. Robinson seconded. **The motion carried upon a roll-call vote with Ms. Laughter, Mr. Robinson, Mr. Leslie, and Chair Lucero voting in favor. There were no votes against.***



## **Agenda Item 6: Call for Public Comment**

None.

## **Agenda Item 7: Reports**

### ***4.A. Financial Position***

VPAS Ellison addressed the Board and reviewed the Financial Position Report noting the report covered the period of July through November 2021.

### ***4.B. NPC Friends and Family***

Director Wilson addressed the Board and provided an update on recent Friends and Family activities highlighting the receipt of a \$75,000.00 donation from friends of former Board Member Prescott Winslow.

### ***4.C. Faculty Association***

Kevin Jones, President of Faculty Association, provided an update on recent activities and introduced Dr. Elizabeth Oliphant, Faculty in English, who provided a presentation on “Invisible Faculty Labor” noting some of the many tasks that they complete for the college that may not be widely known.

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

No Report.

### ***4.E. NPC Student Government Association (SGA)***

No Report.

### ***4.F. Human Resources***

Written Report.

Chair Lucero asked for an update on the CHRO search and Interim CHRO Belknap happily reported the hire of Robert Ficken to fill the role and pointed to the information in the Human Resources report on Mr. Ficken.

### ***4.G. President’s Report***

Interim President Swarouth addressed the Board and informed them of the Northland Pioneer College (NPC) members selected for the All Arizona Academic team and noted they would be honored on March 4<sup>th</sup> with a virtual ceremony.

Interim President Swarouth also reported that Bill Tracking for the new legislative session was beginning and would be forwarded to Board Members though not many bills had dropped yet. Also, Eastern Arizona College will be completing a Healthcare survey which will possibly be seen in the southern end of NPC’s service area.



## **Agenda Item 5: Consent Agenda**

- A. **December 15, 2020 Regular Meeting Minutes**
- B. **January 8, 2021 Special Meeting Minutes**
- C. **Policies 1710 through 1730**
- D. **Dual Enrollment IGA between Navajo County Community College District and Chinle USD.**
- E. **Curriculum Modifications**
  - i. Program Modifications – AAS, CAS, and CP Construction Technology (CON)
  - ii. Program Modifications – AAEC, AAS, and CP Early Childhood (ECD)
  - iii. Program Modifications – AAS, and CAS Medical Office Administration and CP Medical Office Administration Fundamentals
  - iv. Program Deletions – AAS, CAS, and CP Accounting Specialization
  - v. Program Deletions – AAS, CAS, and CP Modern Office Technologies

*Mr. Robinson moved to approve the Consent Agenda as presented. Mr. Leslie seconded the motion. The motion carried upon a roll-call vote with Ms. Laughter, Mr. Leslie, Mr. Robinson, and Chair Lucero voting in favor. There were no votes against.*

## **Agenda Item 9: Old Business**

### **9.A. Presidential Search – Finalist Interview Schedule**

Interim President Swarthout reminded the Board of the timeframe for the Presidential Search and noted the week of March 22<sup>nd</sup> through March 26<sup>th</sup> had been chosen for finalists to meet with the Board. Interim President Swarthout also noted that due to the pandemic the interviews may need to be held virtually but the plan would be to set in-person interviews as it would be easier to collapse the schedule than build it up for in-person events.

Board Member Robinson noted he would be unavailable on Thursday, March 25<sup>th</sup> and would therefore prefer interviews to be held Monday through Wednesday if possible. Interim President Swarthout suggested she and Recording Secretary Hempsey prepare a finalist itinerary for the week looking at Monday through Wednesday for Board interviews.

## **Agenda Item 10: New Business**

### **10.A. Request to Accept the Comprehensive Annual Financial Report and Single Audit Report for the Fiscal Year Ended June 30, 2020**

VPAS Ellison provided a summary from both reports, noting the unmodified opinions for both, and introduced Donna Miller, Financial Audit Director, and David Glennon, Audit Manager, from the Office of the Auditor General who provided an overview of the audit process and some of the findings identified. Mr. Glennon noted that the college had issued a corrective action plan and was making efforts to address the findings.

Mr. Leslie acknowledged the findings were partially corrected and asked CIO Estes what steps were being taken to completely remove them. CIO Estes noted the efforts underway to address both issues with the hope that they could be completed by July of this year. Board Member Robinson confirmed that efforts were being documented by staff.



*Mr. Leslie made a motion to accept the Comprehensive Annual Financial Report and Single Audit Report for the Fiscal Year Ended June 30, 2020 as presented. Mr. Robinson seconded. The motion carried upon a roll-call vote with Ms. Laughter, Mr. Leslie, Mr. Robinson, and Chair Lucero voting in favor. There were no votes against.*

***10.B. Request to Approve the Mission, Values, and Vision Statements***

Director of Institutional Effectiveness Yip-Reyes addressed the Board and presented the new Mission, Vision, and Values statements noting the efforts made to arrive at the new statements.

*Mr. Robinson made a motion to approve the Mission, Values, and Vision Statements as presented. Mr. Leslie seconded. The motion carried upon a roll-call vote with Ms. Laughter, Mr. Leslie, Mr. Robinson, and Chair Lucero voting in favor. There were no votes against.*

Board Member Robinson commended staff for their hard work.

***10.C. Strategic Planning Goals***

Interim President Swarthout followed the approval of the Mission, Vision, and Values statements by urging the Board to come up with two or three strategic goals for the college to work toward. The Board members asked for a retreat to discuss options and Interim President Swarthout offered to identify a date that will work for all Board Members.

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

***10.D. Update on WMC Facilities Expansion***

VPAS Ellison provided an update on efforts to expand facilities at the White Mountain Campus (WMC) and the timeline for construction to begin. David Huish, Director of Facilities and Vehicles, expanded on the productive meetings the college had been having with the City of Show Low to meet some of their expectations.

Mr. Robinson noted the City of Show Low had issued a contract for their own construction project which was now overbudget and asked if the college may run in to the same issue. Director Huish noted that the college had budgeted a reasonable amount based on the construction project. VPAS Ellison noted that any increase to square footage of the building would cause costs to increase.

***10.E. Update on Transwestern Litigation***

VPAS Ellison provided an update on the litigation which resulted in the College owing back Property Taxes to Transwestern Pipeline Company and noted that efforts were underway at the legislature to hold harmless any impacted entities.

Chair Lucero asked if there was an estimate on when there would be closure on the issue. VPAS Ellison noted there was no timeline at this point.

**Agenda Item 11: Board Self-Assessment**

Not completed.



**Agenda Item 12: DGB Agenda Items and Informational Needs for Future Meetings**

Mr. Robinson asked for an agenda item on the utilization of CARES funding.

**Agenda Item 13: Board Report/Summary of Current Event**

None.

**Agenda Item 14: Announcement of Next Regular Meeting:** Regular District Governing Board meeting on Tuesday, February 16, 2021 at 9 a.m.

**Agenda Item 15: Adjournment**

*The meeting was adjourned at 11:02 a.m. upon a motion by Mr. Robinson and a second by Ms. Laughter. The motion carried upon a roll-call vote with Ms. Laughter, Mr. Robinson, and Chair Lucero, voting in favor. There were no votes against.*

Respectfully submitted,



Paul Hempsey  
Recording Secretary to the Board

