

Navajo County Community College District Governing Board Meeting Minutes

February 16, 2021 – 9:00 a.m.

ZOOM

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

Governing Board Member Present by Phone:

Governing Board Member Absent: 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; Chief Human Resources Officer (CHRO) Bob Ficken; Director of Institutional Effectiveness Judy Yip-Reyes; Recording Secretary to the Board Paul Hempsey.

Others Present: Veronique Diallo; Talaina Kor; Peggy Belknap; Tamara Osborne; Curtis Stevens; Betsy Wilson; Allison Landy; Pat Lopez; Sandy Manor; Michael Broyles; Amelinda Webb; David Borofsky; Terrie Shevat; Robert Johnson; Lia Keenan; Jeremy Raisor; Matt Weber; Josh Rogers; Elizabeth Oliphant; Rebecca Hunt; David Huish; Denise Rominger; Nathan Kosub; Cassie Dows; Ann Hess; Marletha Baloo.

Others Present by Phone:

Agenda Item 1: Call to Order and Pledge of Allegiance

Chair Lucero called the meeting to order at 9:01 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. Robinson, Mr. Jouen; Ms. Laughter, 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 noting the period covered was June 2020 through December 2020.

4.B. NPC Student Government Association (SGA)

Written Report.



4.C. Faculty Association

Northland Pioneer College (NPC) Faculty members Pat Lopez and Dr. Amelinda Webb presented on how the Science Department had moved their labs fully online during the pandemic.

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 \$33,000.00 in available student scholarships for the Spring Semester, with details found on the NPC website.

4.F. Human Resources

Written Report.

4.G. Institutional Effectiveness Quarterly Report

Dr. Yip-Reyes, Director of Institutional Effectiveness, provided a regular quarterly report of activities from the office of Institutional Effectiveness, reviewing results from the Course Improvement Survey from Fall 2020 with comparison to previous years.

4.H. President's Report

Interim President Swarthout addressed the Board and informed members that the welding lab in Holbrook was cleaned and swab tests showed it would be safe for students to return. It is hoped for similar results at the Show Low lab later in the day.

A Board Retreat will be scheduled for Friday, February 26, 2021 with the main topic being Strategic Goals.

Interim President Swarthout noted she continues to follow legislation that could affect the college and was watching for any strike all bills that may appear.

Agenda Item 5: Consent Agenda

- A. **January 19, 2021 Regular Meeting Minutes**
- B. **Policy 1102 – Equal Opportunity, Harassment, and Nondiscrimination**
- C. **Policy 1431 – Hazing Prevention**
- D. **Policies 1805 through 1810**
- E. **Election Services Intergovernmental Agreement between Navajo County Community College District and County of Navajo**
- F. **Dual Enrollment Intergovernmental Agreement between Navajo County Community College District and Winslow USD.**
- G. **Dual Enrollment Intergovernmental Agreement Amendment between Navajo County Community College District and Show Low USD; St. Johns USD; Winslow USD.**

Mr. Robinson moved to remove items 5.E. and 5.F. from the agenda for discussion and adopt the other items as presented. Ms. Laughter seconded the motion. The motion carried upon a roll-



call vote with Ms. Laughter, Mr. Robinson, Mr. Jouen, and Chair Lucero voting in favor. There were no votes against.

E. Election Services Intergovernmental Agreement between Navajo County Community College District and County of Navajo

F. Dual Enrollment Intergovernmental Agreement between Navajo County Community College District and Winslow USD.

Board Member Robinson stated that both agreements had the college district named incorrectly in the title.

Mr. Robinson made a motion to return the documents to both parties for correction and have them resubmitted to the Board for approval. Ms. Laughter seconded.

Board Member Jouen asked if the motion could be amended to approve the IGAs on condition the name was corrected.

Recording Secretary to the Board Hempsey noted that the college attorney was aware of the mistake, did not believe there was any doubt who the agreement was between and was happy to sign off on both IGAs.

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

Agenda Item 6: Old Business

6A. Presidential Search

Interim President Swarhout reminded the Board that finalist interviews were on the timeline for March 22 through March 26 with the Board indicating that March 22 through March 24 would be preferred for their interviews. A special meeting will be needed to receive final feedback and make decisions in the late March, or early April timeframe.

Agenda Item 7: New Business

7.A. Summary of Coronavirus Aid, Relief, and Economic Security Act (CARES) Funding & Spending

VPAS Ellison provided an overview of the funds received under the CARES Act and how it had been, or would be utilized by the college.

7.B. Adoption of the Fiscal Year 2019-20 Expenditure Limitation Report

VPAS Ellison reviewed the request to adopt the Fiscal Year 2019-20 Expenditure Limitation Report noting this was the final fiscal year report audited by the Auditor General's office.

Mr. Jouen made a motion to adopt the Fiscal Year 2019-20 Expenditure Limitation Report as presented. Mr. Robinson seconded. The motion carried upon a roll-call vote with Ms. Laughter; Mr. Robinson, Mr. Jouen, and Chair Lucero voting in favor. There were no votes against.



7.C. Request to Approve Adjustment to Fiscal Year 2020 Adopted Budget

VPAS Ellison reviewed the request to approve the adjustment to the adopted amounts for the Fiscal Year 2020 budget, noting that this was also a yearly action item the college undertakes to show the actual expenditure amounts for each of the funds.

Mr. Robinson made a motion to adjust to the Fiscal Year 2020 Budget as presented. Mr. Jouen seconded. The motion carried upon a roll-call vote with Ms. Laughter, Mr. Robinson, Mr. Jouen, and Chair Lucero voting in favor.

7.D. First Read of 2021-2022 Tuition and Fees

VPAS Ellison reviewed the approved tuition rates and proposed fees for the 2021-2022 Academic year highlighting suggested changes to any fees for the Board.

Chair Lucero asked if any other colleges in the state were considering tuition increases. VPAS Ellison responded that other community colleges were still evaluating their tuition and had not made any announcements. Chair Lucero asked if the Board approved reduction in the tuition rate would continue. VPAS Ellison noted that the reduction expires at the end of the Spring Semester and the Board would be required to act to extend it. Chair Lucero asked when the Board would need to make a final determination by. VPAS Ellison suggested April would be the last opportunity to make changes.

Board Member Robinson noted that the Tuition Schedule had reductions in “In-District” tuition mentioned but no In-District rate listed. The college did have an In-District rate at one point and he would suggest the Board consider implementing one again. VPAS Ellison responded that the wording would be cleaned up on the schedule. Chair Lucero asked staff to explore the multiple opportunities for tuition and related enrollment and bring information back to the Board. Board Member Robinson suggested it could be added to the Board Retreat Agenda.

7.E. Request to Approve Contract with MetaPro, Inc. for Teletherapy

VPLSS Clark reviewed the recommendation for contracting with MetaPro, Inc. to provide mental health services for students. VPLSS Clark noted the contract could be renewed up to five times if the college required it.

Board Member Jouen commended staff for offering this as an option for our students given the current pandemic.

Board Member Laughter asked how the services would be advertised to students and how many appointments students be allowed to utilize. VPLSS Clark responded that the Marketing Department within the college would be assisting in promoting the services to students and they will also work with faculty and the CARE (Campus Assessment, Response, and Education) Team to make sure students are aware. Director Rogers noted that students would receive up to eight visits with the service paid for by the college but continual assessment on the need will take place throughout the year. Students would be able to utilize their insurance, if the service was covered, to continue with additional visits.



Chair Lucero asked if the eight visits were included in the contract amount. Director Rogers responded that they were. Chair Lucero also confirmed with Director Rogers that the college could withdraw after the first year.

Chair Lucero then asked if the college had considered the mental health facilities within the college service area. Director Rogers and Coordinator Manor noted that they had in fact reached out to these providers and found they were unable to meet the demands and access needs for students in the area, and had worked with these providers before making the recommendation. As local resources had the opportunity to expand their services the college would continue to evaluate the need for the contract.

Board Member Jouen noted this was an opportunity to provide targeted services towards our students which were not currently available. Board Member Laughter thanked VPLSS Clark and the college for making this service available to students.

Mr. Robinson asked if the first year of service could be covered using CARES Act funds. VPLSS Clark responded that it was the current plan.

Mr. Robinson made a motion to award the contract to MetaPro for a cost of \$18,500.00 to provide mental health counseling. Mr. Jouen seconded. The motion carried upon a roll-call vote with Ms. Laughter, Mr. Robinson, Mr. Jouen, and Chair Lucero voting in favor. There were no votes against.

Agenda Item 8: Board Self-Assessment

Chair Lucero reported that he had still only received one assessment and would suggest the item be delayed for a year.

Agenda Item 9: DGB Agenda Items and Informational Needs for Future Meetings

Board Member Robinson asked for an update from the Science Department on the use of the Anatomage tables purchased under a grant.

Recording Secretary to the Board noted that he would be bringing back all the Intergovernmental Agreements already approved by the Board where the name was not correctly noted in the title.

Agenda Item 10: Board Report/Summary of Current Event

Board Member Jouen reported that he had received a call from the new Director of AACCT (Arizona Association of Community College Trustees) who was reaching out to board members throughout the state to gather feedback on how best to serve them.

Agenda Item 11: Announcement of Next Regular Meeting: Regular District Governing Board meeting on Tuesday, March 16, 2021 at 9 a.m.



Agenda Item 12: Adjournment

The meeting was adjourned at 10:28 a.m. upon a motion by Mr. Jouen and a second by Mr. Robinson. The motion carried upon a roll-call vote with Ms. Laughter; Mr. Jouen, Mr. Robinson, and Chair Lucero, voting in favor. There were no votes against.

Respectfully submitted,



Paul Hempsey
Recording Secretary to the Board

APPROVED

