

Navajo County Community College District Governing Board Meeting Minutes

June 20, 2017 – 10:00 a.m.
Painted Desert Campus, Tiponi Community Center
2251 East Navajo Boulevard, Holbrook, Arizona

Governing Board Member Present: Mr. Frank Lucero; Mr. James Matteson; Mr. Derrick Leslie; Mr. Daniel Peaches.

Governing Board Member Absent: Mr. George Joe.

Staff Present: President Jeanne Swarhout; Vice President Mark Vest; Chief Operations Officer (COO) Jason Foutz; Chief Information Officer (CIO) PJ Way; Recording Secretary to the Board Paul Hempsey.

Others Present: Michael Chance; Gail Campbell; Everett Robinson; Dr. Eva Putzova; Dr. Debra McGinty; David Huish; Peggy Belknap; Kenny Keith; Betsyann Wilson; Debra Myers; Ann Hess; Terrie Shevat; Linda Kor; Jim Nosek; John Chapin; Josh Rogers; Rebecca Hunt; Bill Fee; Jeremy Raisor; Bobbi Sample; Rickey Jackson; Brian Burson; Amber Hill; Leonard Lee; Shannon Newman; Kathy McPherson.

Agenda Item 1: Call to Order and Pledge of Allegiance

Chair Lucero called the meeting to order at 10:00 a.m. and asked Mr. Matteson to lead the Pledge of Allegiance.

Agenda Item 2: Adoption of Agenda

Mr. Matteson moved to adopt the agenda as presented. Mr. Leslie seconded the motion. The vote was unanimous in the affirmative.

Agenda Item 3: Call for Public Comment

None.

Agenda Item 4: Reports

4.A. Financial Position – CBO Ellison

President Swarhout addressed the Board and noted CBO Ellison was on leave today and provided a review of the Financial Position Report.

Chair Lucero asked if the unfilled positions would remain unfilled due to cost cutting measures. President Swarhout noted that many were due to the difficulty in filling I.S. positions.

Mr. Matteson noted that he was not concerned about the lag in Property Tax receipts as historical data shows similar trends in the past.



4.B. NPC Friends and Family – Director Wilson

Director Wilson addressed the Board and reported on recent activities, successes, and upcoming events for Friends and Family highlighting the first NPC Disc Golf Tournament taking place on Saturday, August 21th, 2017 at the Four Seasons Disc Golf Course in Snowflake, AZ.

4.C. Faculty Association

No Report.

4.D. Human Resources

Written Report.

4.E. NPC CASO

No Report.

4.F. NPC Student Government Association

No Report.

Agenda Item 5: Consent Agenda

- A. **A. May 16, 2017 TNT Hearing Minutes**
- B. **B. May 16, 2017 Budget Hearing Minutes**
- C. **C. May 16, 2017 Special Board Meeting Minutes**
- D. **D. May 16, 2017 Regular Board Minutes**
- E. **E. Dual Enrollment Intergovernmental Agreements** between Navajo County Community College District and Holbrook USD; Joseph City USD; Chinle USD; Snowflake USD.
- F. **F. Update to Policy 1105 – College Service Sites**
- G. **G. Update to Procedure 2036 – DGB Travel**
- H. **H. 2017-2018 Salary and Wage Clarification**

Mr. Matteson made a motion to approve the consent agenda as presented. Mr. Leslie seconded. The vote was unanimous in the affirmative.

Agenda Item 6: Old Business

6.A. Presidential Search

COO Foutz reviewed the RFP for a firm to assist with the search for a new President.

Mr. Matteson confirmed the two firms not recommended were from Arizona. COO Foutz confirmed they were. Mr. Matteson asked if they were of a similar standing to the recommended firm. Mr. Foutz noted they met the minimum requirements but lacked history in Presidential searches for Community College. Mr. Lucero asked what type of searches the other firms had a history of completing. COO Foutz stated they did Higher Ed and Corporate searches but did not have a history of Presidential searches for Community Colleges.

Mr. Matteson asked if the cost proposal was firm. COO Foutz stated the amount would not be exceeded but could still come in less than suggested.



CIO Way mentioned that the RH Perry proposal also offered a good solid timeline whereas the other proposals offered a much more fluid timeframe.

*Mr. Matteson made a motion to approve the recommendation to hire RH Perry as the search firm of choice as presented. Mr. Leslie seconded the motion. **The vote was unanimous in the affirmative.***

President Swarthout reviewed a request to appoint a Presidential Transition Team with the Board.

*Mr. Matteson made a motion to approve the Appointment of a Presidential Transition team as presented. Mr. Leslie seconded the motion. **The vote was unanimous in the affirmative.***

President Swarthout also presented the employees and community members who volunteered to serve on the Presidential Search Committee.

*Mr. Matteson made a motion to accept Matt Weber, NAVIT Superintendent, Hollis Merrill, Snowflake USD Superintendent, Bill Jeffers, Holbrook, Wes King, Faculty in Welding (CTE), Allison Landy, Department Chair Early Childhood Development (Arts & Science), Peterson Yazzie, Faculty in Art 2-D (Arts & Science), Jeanmarie “Gigi” Nielson, Silver Creek Facilities Coordinator, Amber Hill, Controller, Cara Joe-Dukepoo, Hopi Center Manager, Gail Campbell, Associate Dean of Education and College and Career Preparation, and Jane Hawthorne, Community Volunteer from the list of volunteers. Mr. Leslie seconded the motion. **The vote was unanimous in the affirmative.***

Agenda Item 7: New Business

7.A. Request to Approve Respiratory Therapy IGA

Vice President Vest addressed the Board and reviewed the request to approve the Respiratory Therapy IGA noting a representative from Cochise College was present to answer any questions the Board may have.

Mr. Lucero asked how many students would be enrolled, when the program would begin and what location or locations would it be offered in at NPC. Jim Nosek, Program Director from Cochise College stated they were looking at 10 students initially as they are limited to 20 every two years but hoped to increase the number of hospitals to complete clinicals which would mean they could expand in the future. Dean McGinty noted it would just be at the Show Low campus where there is already available space and some equipment. Mr. Nosek mentioned the program would begin in Spring of 2018.

Mr. Leslie asked who the accreditor for the program is. Mr. Nosek responded that they are accredited by the Commission on Accreditation for Respiratory Care (CoARC) who have very high standards. Mr. Leslie asked if clinicals will be set up in IHS facilities where he knows there



is a need. Mr. Nosek responded he is willing to look every possible facility but they are limited in that the students must be seeing heart and lung patients specifically.

Mr. Matteson made a motion to approve the Respiratory Therapy IGA as presented. Mr. Peaches seconded. The vote was unanimous in the affirmative.

7.B. Presentation of Meritorious and Emeritus Awards

Director Huish presented the Meritorious Award to Leonard Lee noting Mr. Lee has worked for the college since 1981 in a variety of positions. Mr. Lee thanked the college, administration, faculty, staff and students for making his long career possible.

Brian Burson presented the Emeritus Award to Shannon Newman highlighting the many achievements and awards she has received throughout the years. Shannon Newman stated that NPC had been great to her and she has appreciated everything she was able to do to make a difference in student lives and the community.

Vice President Vest, noting that Theresa Artz-Howard could not be at the Board meeting today, stated that she would regularly travel for three hours each way to serve students and will be greatly missed.

7.C. Institutional Effectiveness Report

President Swarthout introduced Eva Putzova who was brought on as a consultant in the area. Ms. Putzova presented a report on her progress.

Mr. Lucero asked where Ms. Putzova was based. Ms. Putzova responded that she was based in Flagstaff.

Mr. Matteson commented that Ms. Putzova came highly recommended and is highly qualified and asked how faculty received her. Ms. Putzova responded that so far working with faculty had been a pleasure and looked forward to continuing to help them.

7.D. Scholarship Report

Vice President Vest reviewed the Scholarship report with the Board.

7.E. Request to Approve Miami IGA

Vice President Vest reviewed the request to Approve an IGA with Miami Unified School District noting that the IGA is exactly the same as the rest but with a School District outside of NPC's normal service area.

Mr. Matteson raised his concern about moving into another college's service area. President Swarthout stated that NPC had approached the President of Eastern Arizona College and noted that this could be a one year option till Miami School District can realize an option with either Gila Provisional College or Eastern Arizona College. President Swarthout also noted that until the TALON grant concludes there would be no discussion about moving it outside our current districts.



Vice President Vest noted that some schools within our district would like dual enrollment in classes NPC does not offer and in these cases another district will contact NPC and ask for permission to help.

Mr. Matteson confirmed that no local tax money would be used in the district of Miami.

*Mr. Matteson made a motion to Approve the Miami IGA as presented. Mr. Leslie seconded. **The vote was unanimous in the affirmative.***

Chair Lucero called for a 5 minute break.

7.F. Executive Session Pursuant to 38-431.03(A)(1)

*At 11:17 a.m. Mr. Matteson made a motion for the Board to go into Executive Session. Mr. Peaches seconded the motion. **The motion passed unanimously.***

*At 11:41 a.m. The Board moved back into regular session and adjourned from executive session upon a motion by Mr. Matteson, seconded by Mr. Leslie **and a unanimous vote.***

7.G. Executive Session Pursuant to 38-431.03(A)(1)

*At 11:41 a.m. Mr. Matteson made a motion for the Board to go into Executive Session. Mr. Leslie seconded the motion. **The motion passed unanimously.***

*At 11:44 a.m. The Board moved back into regular session and adjourned from executive session upon a motion by Mr. Peaches, seconded by Mr. Matteson **and a unanimous vote.***

7.H. Executive Session Pursuant to 38-431.03(A)(1)

*At 11:45 a.m. Mr. Matteson made a motion for the Board to go into Executive Session. Mr. Leslie seconded the motion. **The motion passed unanimously.***

*At 1:24p.m. The Board moved back into regular session and adjourned from executive session upon a motion by Mr. Matteson, seconded by Mr. Leslie **and a unanimous vote.***

7.I. Possible Action on Presidential Contract

*Mr. Matteson made a motion to extend the President's contract for a further year. Mr. Peaches seconded. **The motion passed unanimously.***

7.J. Possible Action on Employee Agreement and Release

*Mr. Matteson made a motion to approve the agreement as written. Mr. Leslie seconded. **The motion passed unanimously.***

7.K. Possible Action on Employee Contract(s)

Mr. Matteson made a motion to instruct the President to prepare and send a letter to the individual stating their contract would be terminated for cause for several reasons. Insubordination for not communicating with staff that they would not fulfill the terms of the



sabbatical, violation of the terms of the newly issued contract which implied they met the requirements to teach the courses they were required to teach, and violation of the sabbatical contract with the board. Mr. Peaches seconded. The vote was unanimous in the affirmative.

Agenda Item 8: Standing Business

8.A. Strategic Planning and Accreditation Steering Committee (SPASC) Report

Vice President Vest provided a report on current SPASC activities. Vice President Vest noted that Accreditation will become a priority for the July meeting and work would start on Priorities III and IV.

Mr. Matteson asked if work on Transportation and Childcare had concluded. Vice President Vest stated that work would continue noting that he had been given a task to look at potential scholarship money for transportation needs. On Childcare the chair of the committee has been asked to follow-up on their top recommendation which was to partner with local communities and provide examples to SPASC.

8.B. President's Report

President Swarhout reported that the Auditors Office has issued a new set of questions regarding the Foster Care Tuition Waiver program.

8.C. Agenda Items/Informational Needs

Mr. Matteson asked for a policy draft to be brought to the Board on removing a non-attending member who has missed 3 consecutive meetings without a valid excuse.

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 15, 2017.

Agenda Item 11: Adjournment

The meeting was adjourned at 1: 43p.m. upon a motion by Mr. Matteson, a second by Mr. Peaches, and a unanimous affirmative vote.

Respectfully submitted,



Paul Hempsey
Recording Secretary to the Board

