

# Navajo County Community College District Governing Board Meeting Minutes

April 18, 2017 – 10:00 a.m.  
Painted Desert Campus, Tiponi Community Center  
2251 East Navajo Boulevard, Holbrook, Arizona

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**Governing Board Member Present:** Mr. Frank Lucero; Mr. Daniel Peaches; Mr. James Matteson; Mr. George Joe.

**Governing Board Member Absent:** Mr. Derrick Leslie (Arrived at 10:25am).

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

**Others Present:** Kim Reed; Everett Robinson; Ryan Rademacher; Ann Hess; Stuart Bishop; Sheriff KC Clarke; Cathy Reed, Chance Reed; Jessi Muja; Officer Butler; Officer Douglass; Officer McNeil; Officer Clark; Josh Rogers; Betsyann Wilson; David Huish; Nicole Ulibarri; Linda Kor; Peggy Belknap; Rickey Jackson; Terrie Shevat; Bill Fee; Jessica Kitchens; Beulah Bob-Pennypacker. Chief Shelley; Howard Noble; Bencita Bowman; Lauren Maestas; Amber Hill; Gail Campbell; Kevin Jones; Bob Martinson.

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

Chair Lucero called the meeting to order at 10:01 a.m. and led the Pledge of Allegiance.

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

*Mr. Peaches moved to adopt the agenda as presented. Mr. Matteson 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**

CBO Ellison addressed the Board and reviewed the Financial Position Report.

Mr. Matteson made the point that our tax revenue intake is currently lower than we should have received by this date. CBO Ellison confirmed it was behind. Chair Lucero asked if the college expected revenues to catch up by the end of the budget year. CBO Ellison hoped that it would. Chair Lucero asked how much 1% was as a dollar amount. CBO Ellison stated it was approximately \$100,000.



#### ***4.B. NPC Friends and Family – Director Wilson***

Director Wilson addressed the Board and stated that \$22,424.00 was raised for Friends and Family during Arizona Gives Day finishing just outside bonus money at the last minute. Director Wilson thanked everyone that gave noting that 15 new donors gave this year.

Director Wilson mentioned the next Friends and Family event would be the Golf Tournament on April 29<sup>th</sup> at the Silver Creek Golf Club and she hopes to see some more registrations before then. Director Wilson reviewed the other recent activities from Friends and Family with the Board.

Mr. Lucero asked if emails were sent to participants of Pedal the Petrified and the Golf Tournament to let them know about Arizona Gives Day. Director Wilson confirmed that she did send emails to both groups.

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

Ryan Rademacher addressed the Board and highlighted information from the Faculty Association written report.

Mr. Joe asked for more information on the discussions around the Presidential Search Process and Ryan Rademacher provided some of the discussion points. Mr. Matteson and Mr. Joe both commented on the discussion points and asked for additional information. Ryan Rademacher stated he did not currently have further information to share.

#### ***4.D. Human Resources***

A written report was provided for the Board.

Mr. Matteson asked how many local applicants the college had received for the Faculty in Psychology position. Dean Jackson responded that one local applicant had applied for the position. Mr. Lucero asked what the required qualifications for the Psychology position would be. Dean Jackson stated the minimum requirement was a Master's Degree with a Ph.D. preferred.

Mr. Joe asked about the disparity in number of applicants for staff positions compared to Faculty positions. Dean Jackson commented that advertising for faculty positions tends to be across the country whereas staff positions would be mostly advertised locally. Director Fee added that faculty candidates were more willing to relocate than staff candidates.

#### ***4.E. NPC CASO***

Written Report.

#### ***4.F. NPC Student Government Association***

Written Report.



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

- A. **March 21, 2017** Regular Board Minutes
- B. Curriculum Modification:
  - 1. Program Modification - Program Changes in ECD - AAS or CAS or CP Early Childhood Management, Early Childhood Studies, Family Care, Infant/Toddler, Preschool and School-Age
- C. NPC Policies: 1940 Capital Asset Policy; 1933 Voucher: Check Approval Authorization; 1931 Payment of Expenses; 1125 Surplus Property Representatives.

*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 provided information on the Request for Proposals for a Presidential Search Firm to help with the search process noting that the start date of any firm chosen would be August 1<sup>st</sup>, 2017.

Mr. Leslie asked who would be facilitating the RFP process. COO Foutz responded that his office would facilitate the process but the final choice to hire would be for the Board. Mr. Leslie asked how the search firms would be ranked. COO Foutz drew attention to the RFP and the ranking system proposed. Mr. Matteson enquired if the college had a preferred search firm in mind to offer the contract to. COO Foutz responded that they did not.

Mr. Leslie asked if the budgeted amount set by the Board for the search process had changed. Chair Lucero stated that it had not. Mr. Joe asked what would happen if the bids all exceeded the amount set aside for the process. COO Foutz commented that the Board could decide to negotiate the cost or decide not to use a firm at all.

*Mr. Matteson made a motion approve the RFP with a minor date change. Mr. Peaches seconded. The vote was unanimous in the affirmative.*

## **Agenda Item 7: New Business**

### **7.A. Outstanding Alumnus Award – Darrin Reed**

Vice President Vest addressed the Board and reviewed the Outstanding Alumnus Award for Officer Darrin Reed noting Officer Reed's family along with local emergency and veteran's service organizations have established a First Responders Legacy Scholarship fund in Officer Reed's name. Vice President Vest invited Chief Shelley, from the Show Low Police Department to say a few words.

Vice President Vest thanked the members of Law Enforcement who were present and highlighted a memorial stand created by NPC welding students and instructors before presenting the award to Officer Reed's wife, Kathy Reed.



### **7.B. Budget Analysis**

CBO Ellison reviewed the Budget Analysis with the Board noting that the state had still not passed a budget for this upcoming year but the college does not expect any changes.

Mr. Lucero asked how much the college expected to use from carry forward in the next year. CBO Ellison responded that it would be around the \$1.3million mark.

Mr. Joe asked why the revenues from the Bookstore continued to decline. CBO Ellison noted that students were not required to buy their textbooks from the college bookstore and had many options.

Mr. Matteson noted that the Cholla closure was still hanging over the college's head on Property Taxes and with no state budget both state aid and Equalization funds were therefore not guaranteed at this point. CBO Ellison affirmed.

Mr. Lucero asked if there was any legislation that would help Community Colleges, as there is for School Districts, when Property Tax revenues fall. CBO Ellison stated there was not. Vice President Vest also noted that two of the largest Community College Districts in the state currently received zero state aid and discussion on other state agencies may take place in the future.

Mr. Joe asked how far projections for revenues for the college were off in previous years. CBO Ellison responded that State Aid and Equalization were exact, Property Tax revenues were very close, but tuition was slightly higher than projected.

Mr. Leslie asked how Pima and Maricopa Community College Districts came to lose state funding. Vice President Vest responded that the state changed the formula for state aid. Mr. Leslie asked if there was anything NPC could learn from the changes. CBO Ellison responded that the college needed to be cognizant on how this type of action could affect the college's budget in the future.

### **7.C. First Read – 2017-2018 Primary Property Tax**

CBO Ellison reviewed the 2017-2018 Primary Property Tax information with the Board.

Mr. Lucero asked for confirmation on the actual increase to Property Taxes an individual would see. CBO Ellison stated they would see a 1% increase to the rate equating to \$1.83 for a home valued at \$100,000. Mr. Lucero asked what the current tax rate stood at. CBO Ellison responded the current rate is \$1.788.

Mr. Lucero asked why Yavapai and Mohave Community Colleges were not planning to increase Property Taxes. CBO Ellison stated that there could be a number of reasons but she had not been provided details.

Mr. Matteson once again confirmed that State Aid and Equalization could not be relied on and advocated for the maximum increase to help offset losses due to the closure of the Cholla Power



Plant. Vice President Vest noted that over the summer months President Swarouth would bring a number of options to the Board on how the college could run with reduced operating revenue whilst trying to keep services to our students at a similar level.

**7.D. Request to Approve 2017-2018 Preliminary Budget**

CBO Ellison reviewed the 2017-2018 Preliminary Budget with the Board stating that staff recommends approval.

Mr. Matteson asked if the Budget included the recommended 2% increase to Property Taxes. CBO Ellison confirmed it did.

*Mr. Matteson made a motion to approve the 2017-2018 Preliminary Budget as presented. Mr. Peaches seconded. The vote was unanimous in the affirmative.*

**7.E. Request to Approve 2017-2020 Preliminary Capital Budget**

CBO Ellison reviewed the Request to Approve the 2017-2020 Preliminary Capital Budget stating that staff recommends approval.

Mr. Leslie asked what the costs for Student Services entailed. Vice President Vest responded that this was the Library book purchasing budget which is seeing its first increase in 15 years.

*Mr. Matteson made a motion to approve the 2017-2020 Preliminary Capital Budget as presented. Mr. Joe seconded. The vote was unanimous in the affirmative.*

Chair Lucero called for a short recess of 10 minutes.

**7.F. Enrollment Report**

Vice President Vest reviewed the Enrollment Report with the Board noting that, as expected, the college saw a drop and discussed some of the reasons.

Mr. Matteson noted his pleasure at seeing an increase at the St. Johns Center.

Mr. Joe asked why the Little Colorado Campus Enrollment was lower than most. Vice President Vest noted that enrollment remained stable but the opening of the Skills Center in Holbrook had brought some enrollment to the Painted Desert Campus and the fact that it was right on the County line did not help as it causes a few more students to travel to Flagstaff.

**7.G. Request to Approve Financial Aid Office Remodel**

CBO Ellison reviewed the Request to Approve a Financial Aid Office Remodel noting the funds were included in the current year's budget.

Mr. Matteson commented that there was another large spread from the bids and asked if there was a reason. Director Huish commented that bids varied on the finished product imagined and some had to factor in travel costs for the project whereas Pointe Construction was based in Show Low. Director Huish commented that he was comfortable with the bid.



Mr. Leslie asked how the remodel would affect current services in Financial Aid. Vice President Vest noted that the Financial Aid staff would move to a classroom which would not be in use during the construction period and temporary cubicles would be constructed for privacy.

*Mr. Matteson made a motion to approve the Financial Aid Office Remodel awarding the contract to Pointe Construction for \$115,564. Mr. Leslie seconded. **The vote was unanimous in the affirmative.***

#### **7.H. Request to Approve Restroom Remodel in Poderosa Center**

CBO Ellison reviewed the Request to Approve the Remodel of Restrooms in the Poderosa Center at the White Mountain Campus noting that funds were also included in this year's budget for this project.

*Mr. Peaches made a motion to approve the Restroom Remodel in the Poderosa Center awarding the contract to Navapache Construction for \$97,000, Mr. Leslie seconded. **The vote was unanimous in the affirmative.***

#### **7.I. HLC Annual Conference Report**

Mr. Joe provided reported on the Higher Learning Commission annual conference, where he had an opportunity to learn more about the board's overall responsibilities, their role in the accreditation process, and the qualifications required for instructors. He recommended other members attend future conferences.

Vice President Vest noted that the next Accreditation visit from the Higher Learning Commission would take place either the Fall of 2019 or the Spring of 2020.

#### **7.J. Marketing Report**

Vice President Vest provided a brief report on the Marketing Department along with budget and activities related to college marketing and noted that a new Media Survey was being planned as the last took place over five years ago.

Mr. Joe asked how the budget compared to other community colleges in the state. Vice President Vest suggested that NPC would have one of the smallest marketing budget, but was also one of the smallest community colleges in the state in terms of operating budget.

Mr. Joe asked if the Navajo Times did actually charge for press releases. Everett Robinson commented that any time he sends a press release that contains the college charging for a class or activity he will receive an invoice for running the notice.

Mr. Joe asked where the Career Focus magazine was mailed to. Director Hess noted that 40,000 copies were mailed to selected zip codes where it is thought we could garner enrollment from.





Mr. Joe asked if the media survey was completed in-house and how many responses it had received. Director Hess commented that the survey was completed in-house and the college received around 1000 survey responses.

***7.K. Institutional Effectiveness Consulting Agreement***

Vice President Vest reviewed the Consulting Agreement for Institutional Effectiveness between the college and Dr. Eva Putzova from GeoDriven Ltd. for a six month timeframe.

Mr. Matteson asked for the background and qualifications of the Consulting firm which Vice President Vest provided.

*Mr. Matteson made a motion to approve the Institutional Effectiveness Consulting Agreement as presented, Mr. Peaches seconded. The vote was unanimous in the affirmative.*

***7.L. Arizona Community College Library Consortium***

Vice President Vest reviewed the Consortium Agreement between the Arizona Community College Libraries with the Board.

**Agenda Item 8: Standing Business**

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

Vice President Vest addressed the Board and provided a report on current SPASC activities.

***8.B. President's Report***

Vice President Vest noted that there was no President's Report this month.

***8.C. Agenda Items/Informational Needs***

Mr. Matteson asked for continued reports on the Presidential Search Process.

**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, May 16, 2017.

**Agenda Item 11: Adjournment**

*The meeting was adjourned at 12:40 a.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

