

Navajo County Community College District Governing Board Meeting Minutes

November 21, 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. Daniel Peaches; Mr. Derrick Leslie; George Joe.

Governing Board Member Present by Phone:

Governing Board Member Absent:

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

Others Present: Kim Reed; Everett Robinson; Royce Kincanon; Susan Rodriguez; Terrie Shevat; Ann Hess; Josh Rogers; Jeremy Raisor; Diana Hutchinson; Pat Lopez; Sandy Manor; Peggy Belknap; Rickey Jackson; Betsyann Wilson; Gail Campbell; Hallie Lucas; Olivia Jaquez; Rusty Williams and Family; Amber Hill; Matt Weber.

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. 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

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

Mr. Lucero asked if we knew why tax revenues were so high in October of 2016. CBO Ellison responded that the college was not aware of the reason but it could have to do with when the county managed to mail invoices out.

4.B. NPC Friends and Family – Director Wilson

Director Wilson addressed the Board and provided an update on ongoing Friends and Family activities. Director Wilson noted that the biannual newsletter had been sent out and she had already seen an increase in donations. Director Wilson also mentioned the generous donation of



a Navajo rug, created by renowned weaver Charlene Laughing, which will be auctioned off for the Pres Winslow Memorial Scholarship fund.

4.C. Faculty Association

Pat Lopez addressed the Board and discussed current activities within the Faculty Association noting that this time of the semester faculty are busy with their classes, writing and grading assignments. Pat Lopez discussed some of the extra-curricular activities the faculty members have participated in recently.

4.D. Human Resources

Written report.

Chair Lucero asked for some background on the new Human Resources Director which COO Foutz provided. Mr. Leslie asked about the reoccurring open positions that appear on the report each month and what is being done to address the issues. COO Foutz responded that they are generally from the I.S. Division and the college struggles to attract qualified candidates for these positions.

4.E. NPC CASO

Written report.

4.F. NPC Student Government Association

No report.

Agenda Item 5: Consent Agenda

- A. **October 17, 2017 Regular Board Meeting Minutes**
- B. **October 17, 2017 Retreat Minutes**
- C. **C. Policy 1924 Cash Reserve Policy**
- D. **D. Dual Enrollment Intergovernmental Agreements between Navajo County Community College District and Blue Ridge USD; Heber-Overgaard USD.**

*Mr. Matteson made a motion to approve the consent agenda with the removal of item C. Policy 1924 Cash Reserve Policy. Mr. Leslie seconded. **The vote was unanimous in the affirmative.***

President Swarthout explained why the college had made a decision to increase the cash reserves to cover a twelve month period. Mr. Lucero asked what information the college utilized when making this change. CBO Ellison responded that the college looked at the annual operating budget, employment contracts, and the risk requirements listed by the Higher Learning Commission (HLC) to determine the required funds. Mr. Leslie asked if the HLC has a policy on cash reserves. President Swarthout commented that the HLC did not have specific policy but the process to make significant changes to the college could be drawn out for nine to ten months.

*Mr. Matteson made a motion to approve Policy 1924 Cash Reserve Policy. Mr. Peaches seconded. **The vote was unanimous in the affirmative.***



Agenda Item 6: Old Business

6.A. Presidential Search

COO Foutz addressed the Board and reviewed the request to approve a Salary Range for the new President. President Swarthout noted that the Board always had the authority to negotiate any offer. Mr. Joe commented that the Board, in a previous meeting, had discussed a cap at \$200,000.00. COO Foutz confirmed the discussion the Board had. Mr. Lucero asked if the search firm had recommended a cap of \$185,000. COO Foutz responded that the search firm was recommending a range starting at \$225,000 which the college feels was untenable.

Mr. Matteson made a motion to approve the salary range of \$155,000 to \$185,000 as presented. Mr. Peaches seconded. The vote was passed with a majority vote. Mr. Joe opposed.

COO Foutz also provided an update of activity regarding the Presidential Search process. Mr. Lucero asked how many candidates had applied so far. COO Foutz noted the search firm had received eight complete application and a further 11 that are currently incomplete.

Agenda Item 7: New Business

7.A. Outstanding Alumni Award Fall 2017 – Rusty Williams

Josh Rogers, Sandy Manor, Hallie Lucas, and Pat Lopez presented the Outstanding Alumni Award for Fall 2017 to Rusty Williams.

Mr. Matteson asked Mr. Williams where he intended to pursue his Masters and/or Doctorate. Mr. Williams noted that he had not decided yet and was continuing to research potential scholarships.

7.B. NPC and ASU Concurrent Enrollment Program for Nursing

Vice President Vest addressed the Board and reviewed the Concurrent Enrollment Nursing Program with ASU relaying the benefits to NPC students.

Mr. Matteson asked how long it would take to complete a Bachelor's degree in Nursing through the program. Vice President Vest noted a full-time student would be able to complete the program in three years, excluding pre-requisite courses required to enter.

Mr. Lucero asked what the cost to students would be for the ASU portion. Vice President Vest responded that it would be just over \$19,500 and the NPC costs would be just over \$5,000.

7.C. Budget Assumptions and Guidelines – First Read

CBO Ellison reviewed the Budget Assumptions and Guidelines with the Board, noting this was a first read only.

Mr. Matteson asked if we would see a decrease in Property Tax Revenues. CBO Ellison confirmed that we could, due to declining valuations in the county. President Swarthout noted that, as our valuations decrease our share of Equalization should increase.



7.D. Enrollment Report

Vice President Vest reviewed the Enrollment Report noting the change to reporting of Early Childhood (CDA) students as well as TALON classes. Vice President Vest commented on the importance of the current TALON program and the need to find a way to sustain it after the grant ends with a cost sharing model with school districts.

Mr. Matteson noted that Show Low USD had passed a \$10 million bond recently. Vice President Vest commented that this was only for capital items, such as outfitting classrooms like a TALON room, but would not assist them in hiring qualified teachers.

Mr. Matteson asked if all community colleges were suffering the same issues as NPC. Vice President Vest responded that they were not seeing the same issues but were suffering from Enrollment issues for a variety of differing reasons.

Mr. Joe asked how NAU was sustaining enrollment increases in the double digits currently. President Swarthout commented that NAU had made significant changes to their recruitment, such as moving everyone other than freshmen off campus allowing for larger numbers to come in each year, allowing them to bring in more students. Vice President Vest noted that, with the California University systems having significant financial difficulties, neighboring states were seeing a boost to undergraduate enrollment.

7.E. Request to Approve Academic Calendar 2019-2020

Vice President Vest reviewed the 2019-2020 Academic Calendar noting it had been reviewed and approved by Instructional Council and by the Strategic Planning and Accreditation Steering Committee (SPASC).

Mr. Matteson made a motion to approve the Academic Calendar 2019-2020 as presented. Mr. Leslie seconded. The vote was unanimous in the affirmative.

7.F. Concluding Report – NPC Participation in SFAZ+8 STEM Grant

Vice President Vest introduced Royce Kincanon, Director of Community and Corporate Learning, and Susan Rodriguez, Education Specialist for Navajo County Education Service Agency. Mark Vest noted that the STEM Van was parked outside and Ms. Rodriguez was the person who was driving it to area high schools and demonstrating lots of activities to students. Mark Vest reviewed the full grant project along with successes and issues giving Mr. Kincanon and Ms. Rodriguez the opportunity to report out and discuss continuing activities with the Board.

7.G. Arizona Community Colleges 2017 Annual Report to the Governor

President Swarthout reviewed the Arizona Community Colleges 2017 Annual Report to the Governor noting it would be sent to the Governor, Joint Legislative Budget Committee (JLBC), and House and Senate leadership.

Mr. Matteson noted that I.T. issues continued to occur and wondered if our salaries and benefits were competitive around the state in this area, particularly with other community colleges. President Swarthout noted that we were not competitive with private companies but would be



close in terms of other rural community college. Our problems were not all based on salary and benefits as location always plays a role for candidates. CIO Way observed that growing our own talent may be one effort we can make to fill these positions with internal training and development and looking at partnerships.

Mr. Matteson asked if a consortium could be formed to address the technology issues within the county. President Swarthout noted that everyone in the area believed their issues are unique to them and are not interested in collaboration. Mr. Matteson believed that NPC would be the perfect organization to begin the discussion on a technology consortium and challenged CIO Way to lead in this area.

Agenda Item 8: Standing Business

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

Vice President Vest reported on recent activities within the committee noting that initial drafts from Accreditation Criterion Writing Teams were due by the end of this semester for review.

8.B. President's Report

President Swarthout commented that the college has submitted four potential dates for the HLC visit during the 2019-2020 academic year and will now wait to see which is chosen. President Swarthout also reviewed the process for the Board Self-Evaluation and asked if Board members would like a separate meeting to conduct the evaluation. Board members settled on a 45 minute Work Session prior to the December meeting.

8.C. Agenda Items/Informational Needs for Future Meetings

Mr. Matteson asked to see ideas on how to move forward with I.T. hires from the college.

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, December 19, 2017.

Agenda Item 11: Adjournment

The meeting was adjourned at 12:10 p.m. upon a motion by Mr. Matteson, a second by Mr. Joe, and a unanimous affirmative vote.

Respectfully submitted,



Paul Hempsey
Recording Secretary to the Board

