

Navajo County Community College District Governing Board Meeting Minutes

September 20, 2016 – 10:00 a.m.
Painted Desert Campus, Tiponi Community Center
2251 East Navajo Boulevard, Holbrook, Arizona

Governing Board Member Present: Ms. Ginny Handorf; Mr. James Matteson; Mr. Frank Lucero; Mr. Daniel Peaches.

Staff Present: President Jeanne Swarhout; Interim Vice President Maderia Ellison; Vice President Mark Vest; Director PJ Way; Recording Secretary to the Board Paul Hempsey.

Others Present: Kim Reed; Everett Robinson; Ann Hess; Betsyann Wilson; Colleen Readel; Ryan Rademacher; Stuart Bishop; David Huish; Dennis Durband; Ann Hess; Josh Rogers; Ed Gentry; Jason LaBute; Rickey Jackson; Terrie Shevat; Linda Kor; Carrie Jordan; Jeremy Raisor; Amber Hill; Peggy Belknap.

Agenda Item 1: Call to Order and Pledge of Allegiance

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

Agenda Item 2: Adoption of Agenda

Mr. Matteson moved to adopt the agenda as presented. Mr. Peaches 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 – Interim Vice President Ellison

Interim Vice President Ellison addressed the Board and reviewed the Financial Position report noting that the expected amount of Equalization to be received by the college had increased and therefore, as the budget cannot be increased at this stage; other revenues were decreased in the same amount.

4.B. NPC Friends and Family – Director Wilson

Director Wilson addressed the Board and stated that Pedal the Petrified was a huge success again this year and thanked all the volunteers that helped. This year 235 riders participated due to a number of last minute cancellations. A new shuttle service, to transport riders with their bikes between the half way point and parking area, was very successful. Final figures going to Friends & Family Scholarships are not available yet as additional fundraising activities and some bills are still outstanding. Director Wilson stated the feedback she had received so far was overwhelmingly positive.



Mr. Matteson offered praise for two college EMT students who did a wonderful job assisting riders at the Tiponi SAG stop.

4.C. Faculty Association (FA) – Ryan Rademacher

FA President Rademacher addressed the Board and stated he was pleased to be back providing an oral report. Fourteen new faculty members joined Northland Pioneer College and many have already begun volunteering for committees and participating in FA. FA is getting ready to review Procedure 2625, Academic Misconduct, on Friday. Revisions to Procedure 2970, Assessment of Instructional Effectiveness, have already been sent to President Swarthout. FA would like to establish a more upfront and centered relationship with the Board and communication will come through Dr. Swarthout soon.

4.D. Human Resources

Written Report.

Mr. Matteson asked if the candidates interviewing for the Vice President for Administrative Services position were local or Out-of-State. President Swarthout responded that they were all from Out-of-State.

4.E. NPC CASO

Written Report.

4.F. NPC Student Government Association

No Report.

Agenda Item 5: Consent Agenda

- A. August 16, 2016 Regular Board Minutes
- B. August 16, 2016 Executive Session Minutes
- C. Intergovernmental Agreement between Navajo County Community College District and Northern Arizona Vocational Institute of Technology (NAVIT)

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

Agenda Item 6: Old Business

None.

Agenda Item 7: New Business

7.A. Northeast Arizona Training Center (NATC) Report

Director Bishop addressed the Board and presented an activity report for the NATC offering a handout for those present.

Chair Handorf commended Director Bishop for the work he has done at the NATC.



7.B. Leadership Academy Report

Colleen Readel addressed the Board and provided a report on the Leadership Academy offered to college employees.

Mr. Matteson asked if the investment of time at the Leadership Academy was worth it. Colleen Readel responded that it was absolutely worth it to attend in her opinion. Mr. Matteson asked if she would recommend and changes about the academy. Colleen Readel suggested visiting more of the college locations to get a better idea of how each operates. Mr. Matteson asked who from the college would benefit from attending the Leadership Academy. Colleen Readel responded that anyone at the college would find a benefit from attendance.

7.C. Request to Approve Lease Agreement with NAU

Interim Vice President Ellison reviewed the lease agreement with the Board stating it would be for five years, initially, and have the option of five one-year extensions. Staff recommends approval.

Mr. Matteson asked what NAU uses the space for. Interim Vice President Ellison responded that NAU does some recruiting from the space and offers a few of their own classes. Vice President Vest noted they have a small computer lab where students can complete online coursework and in the past have used the classroom for the NAU version of distance learning and there was discussion of bringing this back in the future.

Mr. Matteson made a motion to approve the Lease Agreement with NAU as presented. Mr. Lucero seconded. The vote was unanimous in the affirmative.

7.D. Request to Approve Budget Development Calendar

Interim Vice President Ellison reviewed the Budget Development Calendar with the Board stating staff recommends approval.

Mr. Lucero made a motion to approve the Budget Development Calendar as presented. Mr. Matteson seconded. The vote was unanimous in the affirmative.

7.E. 2016 – 2017 Strategic Priorities

Vice President Vest addressed the Board and reviewed the 2016 – 2017 Strategic Priorities noting the Priorities approved by the Board in October 2015 had not changed. From feedback received at Convocations in January and August, and also from the Board and President, the conclusion was that these Priorities were correct and work needed to move forward on accomplishing them before taking on additional tasks.

In addition to those priorities President Swarhout has tasked SPASC with Enrollment Management and Technology Plans and the committee has been provided with homework to begin the discussions.

Mr. Matteson asked for a definition of Enrollment Management. Vice President Vest responded that Enrollment Management is a process a college would go through after it has decided what it wants to look like, as a method to show how it will achieve that look. It incorporates how to



market the institution, who the target audiences should be, how to attract from those audiences, how we then provide the marketed services, and more.

Mr. Matteson commented that is very difficult to predict the future and what if we get it wrong. President Swarthout commented that Enrollment Management combined with Vision and Mission allows the college continual reassessment options and we can take certain market factors into account but also what opportunities we can create at the same time.

7.F. Request to Approve Purchase of Locksets

Interim Vice President Ellison reviewed the request for Purchase of Locksets with the Board noting that staff recommends approval for the amount of \$60,272.24 from C&I Show Hardware and Security Systems.

Mr. Lucero asked if the room is locked from the inside by accident could it be opened again. Interim Vice President Ellison responded that it could be opened by a key as normal and keys would be available as necessary in multiple locations.

Mr. Lucero asked about additional security measures that might be required, such as reinforced windows. President Swarthout commented that this is the only measure currently in the budget and was a first step in creating additional security at NPC locations. Further recommendations and requests may come to the Board at future meetings.

Mr. Matteson made a motion to approve the Purchase of Locksets as presented. Mr. Lucero seconded. The vote was unanimous in the affirmative.

7.G. Request to Approve Vehicle Purchases

Interim Vice President Ellison reviewed the request to Purchase Vehicles noting they were budgeted items and staff recommends approval.

Mr. Matteson commented that he was disappointed only one bid was received.

Mr. Matteson made a motion to Approve the Purchase of Vehicles from Chapman Ford in the amount of \$58,501.39, Mr. Lucero seconded. The vote was unanimous in the affirmative.

7.H. Bales Avenue Improvements Status Report

Interim Vice President Ellison provided a status report on the Bales Avenue Improvements project which was requested by Mr. Matteson at the August Board meeting. Interim Vice President Ellison noted the designs are still being finalized and the City of Winslow should start the RFP Bid process in October.

Mr. Matteson asked if the Board would receive the plans when they are finalized. David Huish provided initial drawings for the project and discussed changes he had already asked for.

President Swarthout suggested bringing the final designs to the October Board meeting as an informational item, if available.



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

At 11:12 a.m. Mr. Matteson made a motion for the Board to go into Executive Session. Mr. Lucero seconded the motion. **The motion passed unanimously.**

At 11:50 a.m. The Board moved back into regular session and adjourned from executive session upon a motion by Mr. Matteson, seconded by Mr. Lucero **and a unanimous vote.**

7.J. Possible Action on Personnel Contract

No action was taken by the Board.

Agenda Item 8: Standing Business

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

Vice President Vest stated that SPASC was moving forward with the Accreditation charge of the committee. There are three components for the ten-year Accreditation review due in three years' time. The Quality Initiative, which is well underway with the PASS project. Assurance, which requires demonstrating to the Commission that the college fulfills all components of the five Criterion in writing with documentation. Dr. Swarhout has identified an Assurance Team which has begun work and the college is confident they will be prepared well in advance. Finally Federal Compliance, which Dr. Swarhout has asked Director Raisor to lead and it is a Black and White process, you either meet compliance or you do not and, again, the college is confident in meeting the requirements.

8.B. President's Report

President Swarhout offered no report this month.

8.C. Agenda Items/Informational Needs

Final Bales Road Improvement plans to be brought to the October meeting.

Agenda Item 9: Board Report/Summary of Current Event

Agenda Item 10: Announcement of Next Regular Meeting: Regular District Governing Board meeting on Tuesday, October 18, 2016.

Agenda Item 11: Adjournment

The meeting was adjourned at 12:00 p.m. upon a motion by Mr. Lucero, a second by Mr. Peaches, and a unanimous affirmative vote.

Respectfully submitted,



Paul Hempsey
Recording Secretary to the Board

