

# Navajo County Community College District Governing Board Meeting Minutes

December 19, 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. James Matteson; Mr. Daniel Peaches; Mr. Derrick Leslie; Mr. George Joe.

**Governing Board Member Present by Phone:**

**Governing Board Member Absent:**

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

**Others Present:** Kim Reed; Everett Robinson; Ann Hess; Peggy Belknap; Pat Lopez; Olivia Jaquez; Amber Hill, Christine Roediger; Rickey Jackson; Cuitlahuac Aguilar; Diana Hutchison; Betsy Wilson; Josh Rogers; Jeremy Raisor.

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

Chair Lucero called the meeting to order at 10:00 a.m. and led 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 – CBO Ellison**

CBO Ellison addressed the Board and reviewed the Financial Position report noting that property tax revenue is slightly below prior years as the county continues to process tax payments.

Mr. Matteson asked if, to her knowledge, the county is doing anything to resolve their staffing issues. CBO Ellison responded that she is not aware.

### **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 announced that a generous donation of \$50,000 was made to the Pres Winslow Memorial Scholarship fund by the Smart Family Foundation in California. She also noted the donated Charlene Laughing Navajo Rug recently sold at auction for \$6,000. Director



Wilson mentioned the Val 153 Memorial Scholarship, established in memory of Valeree Reidhead Claude who passed away while on duty, was recently awarded to an active Concho firefighter.

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

Pat Lopez addressed the Board and discussed current activities within the Faculty Association noting that faculty members are involved in committee work and discussed her own involvement on Instructional Council (IC) with curriculum work and academic policy. Pat Lopez noted that IC and its Academic Standards Subcommittee reviewed how students are placed and revised the placement process by implementing the use of a high school grade-point average (GPA) for students less than five years out of high school instead of using a standardized test. Pat Lopez stated an Academic Probation Policy was implemented this semester for students whose GPA falls below a 2.0 on any given semester. Pat Lopez also discussed the guided pathways initiative brought about twelve years ago to help students who are overwhelmed by choice and struggle with completion.

Mr. Matteson asked if the college involves or provides an opportunity for people in the industry to contribute to the process. Pat Lopez stated yes, but less so in the areas of Arts and Sciences and more so in Nursing and Career & Technical Education (CTE). Mark Vest followed up by stating on the CTE and Nursing side, industry involvement occurs on the front end of the curriculum process and not towards the end of the process, which is when IC reviews it. Mark added the college has industry advisory boards for every program and noted that Carl Perkins compliance, areas with external accreditation available, and best practices are several reasons NPC involves industry.

Mr. Leslie asked if the Academic Probation Policy is currently in effect or if it will go out soon. Pat Lopez stated it will go out soon. Josh Rogers mentioned it will go into effect next fall for all students and noted NPC does currently have academic probation for Financial Aid students.

Mr. Leslie asked if a degree audit program is offered in regards to the guided pathways initiative. Pat Lopez responded that this does exist and further explained the process.

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

Written report.

Christine “Chris” Roediger addressed the Board and introduced herself as the new Director of Human Resources noting she comes with 20 years of Human Resources experience.

Mr. Joe asked if her HR experience has been with education. Chris Roediger stated her experience has been with education and with the private sector.

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

No report.



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

Student Government Association (SGA) President Cuitlahuac “Cuity” Aguilar addressed the Board and discussed current activities within the NPC Student Government Association noting events planned for the spring semester include the 10<sup>th</sup> annual Talent Contest, university road trips, and Eagle Fest at the White Mountain Campus. He also mentioned SGA awarded laptop scholarships to nine deserving NPC students.

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

- A. November 21, 2017 Regular Board Meeting Minutes
- B. Policy 1138: Technology Resources

*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**

##### **6.A. Presidential Search**

COO Foutz provided an update of activity regarding the Presidential Search process noting interviews for seven semi-finalists will take place January 11 and 12 using the TALON system.

President Swarthout asked COO Foutz for the dates of the finalist interviews and noted the Board will need to be involved. COO Foutz responded interviews for finalists are slated from January 29 to February 2.

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

##### **7.A. Request to Approve Budget Assumptions and Guidelines**

CBO Ellison reviewed the request to approve the Budget Assumptions and Guidelines noting that nothing had changed since the Board saw them in November, with the exception of benefits. The Arizona State Retirement System (ASRS) established rates are increasing from 11.5% to 11.8% along with a small increase on the Alternate Contribution Rate (ACR) side.

Mr. Matteson asked why a fidelity mannequin cost \$5,000. Vice President Vest explained these are programmable mannequins that simulate various healthcare scenarios for student learning in a hospital environment.

*Mr. Matteson made a motion to approve the Budget Assumptions and Guidelines as presented. Mr. Peaches seconded. The vote was unanimous in the affirmative.*

##### **7.B. Request to Approve the Employee Benefit Trust Agreement**

COO Foutz reviewed the request to approve the Employee Benefit Trust Agreement with the Board, noting that the request included his appointment as Trustee representing the college.



*Mr. Matteson made a motion to approve the Employee Benefit Trust Agreement and the appointment of COO Foutz as Trustee representing the college as presented. Mr. Peaches seconded. The vote was unanimous in the affirmative.*

### **7.C. 2017 Student Marketing Survey**

Director Hess addressed the Board and reviewed the results of the 2017 Student Marketing Survey noting that out of 687 students surveyed, 92 percent own a smartphone, 91 percent have a plan with unlimited texting, and 74 percent have access to the internet from their home or through their cell phone. Director Hess noted 56 percent of students prefer to receive non-emergency information about NPC through text messaging followed by 36 percent through student email. Director Hess also mentioned four social media sites students use the most are Facebook, YouTube, Snapchat, and Instagram.

Mr. Lucero asked if students were asked how often they check their personal email accounts. Director Hess stated she did not ask students about their personal email.

Mr. Joe asked how the 687 student sampling was selected. Director Hess explained the survey was distributed to students electronically with a goal to receive at least 100 survey results from each campus and 50 survey results from each center location. Mr. Joe asked if the data received was aggregated by center. Director Hess stated the data was not broken down by center for each question; however, she could prepare a report showing this information.

Mr. Leslie asked what texting program does NPC use to communicate with students. Director Hess responded the college uses a program called Textedly.

### **7.D. Cost of Operations - NATC**

CBO Ellison reviewed the cost of operations at the Northeastern Arizona Training Center stating NATC operations, law enforcement, and fire science are the associated cost for NATC activities.

### **7.E. Information Services Procedures**

CIO Way addressed the Board and reviewed the Information Services Procedures stating that these were the first of many that would be introduced and a direct result of the latest Attorney General's Office audit.

Mr. Matteson asked if these processes and procedures respond to the issues raised by the audit. CIO Way responded yes, noting the procedures will help to respond to certain areas of the audit. CBO Ellison clarified these procedures are coming up late in the process, so there is a potential the findings NPC receives for FY 2016-2017 may remain for the next year.

## **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 the college can expect a visit from a ten-year accreditation review team on November 18 and 19, 2019. Vice



President Vest also mentioned that rough drafts were completed for all five criterion assurance argument responses along with a rough draft of a response to the federal compliance.

Mr. Matteson asked if an institution has ever failed. Vice President Vest responded yes, and mentioned that he could prepare a short presentation to the Board on where schools fail.

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

President Swarthout addressed the Board and stated the college will lock down the assurance argument by October 21 followed by submission to the Higher Learning Commission (HLC) peer reviewer team.

President Swarthout asked the Board to consider attending the All-AZ Academic Team Award Luncheon and Ceremony on March 1, noting formal invitations will be sent out to Board members. President Swarthout asked the Board to confirm their attendance by early February.

President Swarthout discussed a Joint Three-College Board session previously held by Mohave Community College, Coconino Community College, and NPC with legislatures from all three districts and the chair of higher education for both Senate and House. President Swarthout asked the Board if there was Board interest to hold another Joint Three-College Board session in the spring. Board members confirmed their interest to attend.

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

None.

### **Agenda Item 9: Board Report/Summary of Current Event**

Mr. Matteson commented on the purchase of a new city hall building in the Town of Pinetop Lakeside.

**Agenda Item 10: Announcement of Next Regular Meeting:** Regular District Governing Board meeting on Tuesday, January 16, 2018 at 10 am.

### **Agenda Item 11: Adjournment**

*The meeting was adjourned at 12:07 p.m. upon a motion by Mr. Joe, a second by Mr. Matteson, and a unanimous affirmative vote.*

Respectfully submitted,



Terrie Shevat  
Recording Secretary to the Board

