

# Navajo County Community College District Governing Board Meeting Minutes

November 20, 2018 – 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. Elias Jouen; Mr. Derrick Leslie.

**Governing Board Member Present by Phone:**

**Governing Board Member Absent:** Mr. Daniel Peaches.

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

**Others Present:** Kim Reed; Everett Robinson; Betsyann Wilson; Chloe Fagotti; Rebecca Hunt; Ann Hess; Colleen Readell; Bill Jeffers; Mike Solomonson; Terrie Shevat; Josh Rogers; Toni Gibbons; David Huish; Victor Love; Michael Meeks; Curtis Stevens; Jeremy Raisor; Amber Hill; Chris Roediger; Ernie Hess; Paul Moffitt; Jerrica Flake; Gene Stirling; Valerie Stirling; Matt Weber.

## **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. Leslie seconded. The vote passed upon a roll-call vote with Mr. Jouen, Mr. Matteson, Chair Lucero, and Mr. Leslie voting in favor. There were no votes against.*

## **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.

### **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 noting that 68 scholarship applications had been received for review and thanked the members of the review team.



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

Faculty Association President Mike Solomonson addressed the Board and reported on recent activities from the Faculty Association highlighting the record breaking successes of the Empty Bowls event and My Fair Lady performances.

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

Written Report.

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

Written Report.

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

Jerrica Flake, SGA President, addressed the Board and provided report on SGA events from the Fall semesters highlighting an attempt to set up a food pantry at each location.

Mr. Leslie commented that he was excited to see student representation at the Board meeting and looked forward to hearing more success stories in the future.

Mr. Matteson commented that he thought the idea of a Food Pantry for students was a great and deserved support from all areas of the college. Mr. Lucero mentioned that St. Mary's, out of Phoenix, deliver food items to local organization that can do the distribution and suggested the SGA look into it.

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

- A. **October 16, 2018 Regular Board Minutes**
- B. **November 8, 2018 Retreat Minutes**
- C. **Dual Enrollment Intergovernmental Agreements** between Navajo County Community College District and Show Low USD; Tuba City USD; Window Rock USD.
- D. **Dual Enrollment Intergovernmental Agreements** between Navajo County Community College District and Northeast Arizona Technological Institute of Vocational Education (NATIVE)

*Mr. Matteson made a motion to approve the consent agenda as presented. Mr. Leslie seconded. The vote passed upon a roll-call vote with Mr. Jouen, Mr. Matteson, Chair Lucero, and Mr. Leslie voting in favor. There were no votes against.*

#### **Agenda Item 6: Old Business**

None.

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

##### **7.A. Outstanding Alumnus Award Winner for Fall 2018**

Rebecca Hunt addressed the Board and provided a brief biography of Outstanding Alumnus Cindy Stirling. Rebecca Hunt introduced Chloe Fagotti, Chair of Cosmetology and nominator of Cindy, who presented the award to Gene and Valerie Strling, parents of Cindy Stirling.



### ***7.B. Strategic Planning and Accreditation Priority Report***

Colleen Readel, Co-Chair of the Strategic Planning and Accreditation Steering Committee (SPASC), addressed the Board and reviewed the Strategic Priorities identified by the committee for the upcoming year. Colleen Readel noted that some of the priorities would run over multiple years.

Mr. Leslie asked which priorities had rolled over from previous years which Colleen Readel listed. Mr. Leslie asked about the progress of the Financial Aid priority. Director Raisor provided an update.

### ***7.C. C. Amendment #1 with NAU Gaining Early Awareness and Readiness for Undergraduate Programs (GEAR UP)***

Interim Vice President Jackson addressed the Board and reviewed the amendment to the GEAR UP grant received in partnership with NAU.

### ***7.D. Review of Fall 2018 Enrollment Report***

Interim Vice President Jackson reviewed the FTSE report for the Fall 2018 semester noting that, while there was an increase in overall enrollment for Fall, there were indications of coming decreases and provided examples.

Mr. Matteson commented that there were some programs that were really in demand and asked which programs were lacking enrollment. Interim Vice President Jackson responded that this was the reason Program Review was so important to the college and why the process had been strengthened under, then, Vice President Vest. Results were under review currently.

Mr. Matteson commented that it was nice to see and increase to both FTSE and headcount over the previous Fall semester. Interim Vice President Jackson cautioned that part of this was due to the Enrollment of Blue Ridge High School students, which would normally take place in the Spring semester, and the college would likely see an overall decrease on annual FTSE when reported next year.

### ***7.E. Review of 2019-20 Budget Assumptions and Guidelines***

CBO Ellison reviewed the Budget Assumptions and Guidelines, for the 2019-20 budget cycle, with the Board noting this was a first read and would be back as an action item at the next Board meeting.

Mr. Matteson asked what the impact to the financial situation of the college would be from the expansion of buildings, and therefore programs, at the White Mountain Campus. CBO Ellison noted that there had been preliminary discussions on the matter and there would be hopes of increased enrollments in return. Mr. Matteson asked how the benefits of the investment will be delivered to the public. President Vest suggested the college could provide talking points at a future meeting which could be used for community outreach efforts.

Mr. Lucero commented that it could be seen, by some areas of the community that the college was only using money in the southern end of the county. President Vest noted that the college



was operating at a brand new campus in Holbrook that didn't exist ten years ago, but agreed that perception could be an issue.

**7.F. NPC Component Unit Financial Audit NPC Friends and Family 2017-18**

CBO Ellison reviewed the results of a Financial Audit conducted on Friends and Family for the 2017-18 time period, highlighting the change in reporting requirements and increase in net assets.

**7.G. NPC Component Unit Financial Audit Northeast Arizona Training Center 2017-18**

CBO Ellison reviewed the results of a Financial Audit conducted on the Northeast Arizona Training Center for the 2017-18 time period, highlighting the decline in net assets driven by the depreciation of equipment.

**7.H. Construction of Facilities at White Mountain Campus**

CBO Ellison reviewed the proposal to hire a Construction Manager and assistant to oversee planning, design and construction of the new facilities, and the repair and renovation of existing facilities at the White Mountain Campus in Show Low.

Mr. Matteson noted that a bridge, to connect the new Skills Center with the rest of the campus, was not addressed. Also not addressed would be xeriscaping the campus and potential access from Whipple Street and asked if these need a separate budget discussion. CBO Ellison responded that she felt these items should be addressed with the Architect and Construction Manager when hired and could either be part of the overall construction project or a standalone item. Mr. Jouen noted that it is much easier to scale back the construction costs in the design phase rather than when construction has begun.

Mr. Matteson noted that the approach the college is taking will allow local business to benefit and stated that the RFQ should state the design be LEED (Leadership in Energy and Environmental Design) certified

*Mr. Jouen made a motion to approve the hiring of a Construction Manager and assistant as presented. Mr. Matteson seconded. The vote passed upon a roll-call vote with Mr. Jouen, Mr. Matteson, Chair Lucero, and Mr. Leslie voting in favor. There were no votes against.*

**7.I. Awarding of Contract for Engineering/ Architectural Services for HVAC Replacement**

CBO Ellison reviewed the Contract award for Engineering and Architectural Services to replace HVAC systems, at the Aspen Center at the White Mountain Campus, noting that this was information only as the amount did not rise to the District Board level for purchasing, but was one phase of a multi-phase project and over the next two to three years items around this project would come before the Board.

Mr. Jouen asked if this was the typical process for a multi-phase project, or should the Board see the entire project to approve all the costs. CBO Ellison noted that the college did not have cost estimates for the entire project as this was the design phase and a not to exceed estimate might give potential bidders too much information and cost the college more in the long run.



Chair Lucero confirmed that this design work was only for the White Mountain Campus.

**7.J. Annual Report to the Governor**

President Vest addressed the Board and reviewed the Annual Report to the Governor

**Agenda Item 8: Standing Business**

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

Interim Vice President Jackson informed the Board that he had no further information to add to the report the Board received from Co-chair Readell earlier in the meeting.

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

President Vest addressed the Board and informed them of the annual requirement of the Board to complete a self-assessment and discussed how they would like to proceed. President Vest asked if the Board would like to see revisions the college was making to the purchasing processes at the college, with emphasis on the use of sole-source documentation. The Board agreed it was an item they would like to review at a future meeting.

**8.C. DGB Agenda Items and Informational Needs for Future Meetings**

None.

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

Mr. Jouen extended thanks to Director Wilson who presented to the Winslow Rotary Club which was an excellent step to connect to the greater Winslow community, and hoped to see her at a future City Council meeting.

**Agenda Item 10: Announcement of Next Regular Meeting:** Regular District Governing Board meeting on Tuesday, December 18, 2018

**Agenda Item 11: Adjournment**

*The meeting was adjourned at 11:39 a.m. upon a motion by Mr. Matteson, a second by Mr. Jouen. The vote passed upon a roll-call vote with Mr. Jouen, Mr. Matteson, Chair Lucero, Mr. Leslie, and Mr. Peaches voting in favor. There were no votes against.*

Respectfully submitted,



Paul Hempsey  
Recording Secretary to the Board

