

Navajo County Community College District Governing Board Meeting Minutes

March 19, 2019 – 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. Elias Jouen; Mr. Derrick Leslie.

Governing Board Member Present by Phone:

Governing Board Member Absent:

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

Others Present: Kim Reed; Judy Yip-Reyes; Peggy Belknap; Everett Robinson; Ann Hess; Terrie Shevat; Denise Wiseman-Stow; Kellie Freeman; Phillip Bowler; Robert Johnson; Deb McGinty; Eleanore Hempsey; Josh Rogers; Rebecca Hunt; Toni Gibbons; Gail Campbell; Jason LaBute; Amber Hill; Ernie Hess; Lauren Maestas.

Others Present by Phone:

Agenda Item 1: Call to Order and Pledge of Allegiance

Chair Lucero called the meeting to order at 10:02 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 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.

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 the report shows seven months of activity.

4.B. NPC Friends and Family – Director Wilson

Ann Hess, Director of Marketing and Public Relations, filled in with a report for Director Wilson highlighting Arizona Gives Day on April 2nd, 2019.



4.C. Faculty Association

Written Report.

4.D. Human Resources

Written Report.

Mr. Leslie asked for clarification on the Information Services position that had been noted as still open. CBO Ellison provided information on the positions in question as well as ongoing discussions on where and when to post them.

4.E. NPC CASO

No Report.

4.F. NPC Student Government Association

No Report.

Mr. Leslie asked for an update on the Student Government as the Board had not received a report recently. Director Rogers noted the mid-year change in SGA President and mentioned a report would be included for the next Board meeting.

Agenda Item 5: Consent Agenda

- A. **February 19, 2019 Regular Board Minutes**
- B. **February 19, 2019 Work Session Minutes**
- C. **Policies 1200 through 1297**
- D. **Curriculum Modification:**
 - 1. Program Modifications of NUR LNA to RN AAS and RN AAS General Education Requirements
 - 2. New Program – Surgical Technology (SGT) AAS & General Education Requirements
 - 3. New Program for Therapeutic Massage Technology (TMP) AAS, CAS, CP

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, Mr. Leslie, and Mr. Peaches voting in favor. There were no votes against.

Agenda Item 6: Old Business

None.

Agenda Item 7: New Business

7.A. Invitation to Commencement

Denise Wiseman-Stow, Commencement Coordinator, noted that the 45th Commencement Ceremony would take place on May 11th, 2019 at the Show Low USD Auditorium and provided an invite and additional information to the Board. Denise Wiseman-Stow asked Board members to RSVP to Board Secretary Hempsey by the April Board meeting.



7.B. Request to Approve Reduction in Force of Apache County-Funded College Positions

President Vest addressed the Board and reviewed the request to approve the Reduction in Force of Apache County-Funded College Positions noting the college was following the process laid out in Procedure.

Chair Lucero asked if representatives in Apache County were in agreement with the changes in staffing. President Vest confirmed they were.

Mr. Leslie noted that the affected employees had the opportunity to provide comments on the reduction of force and asked if sufficient time had been given and if any comments had been received. President Vest noted that the employees had been given more than the required period to provide comments in writing, and also had the opportunity to address the Board at this meeting and had chosen not to do either.

Mr. Matteson made a motion to approve the Reduction in Force of Apache County-Funded College Positions as presented. Mr. Jouen seconded. 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.

7.C. Request to Approve Purchase of PowerFAIDS Software

VPLSS Jackson reviewed the request to approve the purchase of PowerFAIDS Software, noting the Board saw this item for information at the February Board meeting.

Mr. Matteson made a motion to approve the purchase of PowerFAIDS software as presented. Mr. Leslie seconded. 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.

7.D. 2019-2020 Salary and Wage Recommendation – First Read

CBO Ellison reviewed the 2019-2020 Salary and Wage Recommendation highlighting the discussion with Faculty and Staff that resulted in a unified recommendation. CBO Ellison also showed how the increase would be distributed for each employment category.

Mr. Jouen confirmed that employees at the top of their salary scale would still receive a 3.5% raise due to the change in base salary.

Mr. Leslie asked what the savings would be if faculty were to receive their pay over the contract period instead of over the 12 months of the year. CBO Ellison described the changes she would expect to see in multiple areas of the college and estimated a total savings of \$40,000. Chair Lucero asked if the faculty would still receive Health Benefits during the three month they were off contract. CBO Ellison confirmed that they would.

Mr. Matteson asked if the increase would keep us competitive with salaries within Arizona. CBO Ellison responded that NPC is generally at the bottom of the pay scales, particularly for faculty positions, and showed some of the evidence provided in the Board packet. The Board discussed the similarities and differences between counties and how comparisons were hard to make.



Mr. Matteson asked if the 5% increase was factored in to the Budget documents that would be reviewed later in the meeting. CBO Ellison noted that it was in all three options that would be presented.

7.E. Request to Approve 2019-2020 Tuition and Fees

CBO Ellison reviewed the request to approve the 2019-2020 Tuition and Fees noting that the Board saw this item as a first read at the February meeting and no changes had been made.

Mr. Matteson made a motion to approve the 2019-2020 Tuition and Fees as presented, Mr. Leslie seconded. 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.

7.F. 2019-20 Introductory Budget Analysis

CBO Ellison reviewed the 2019-20 Introductory Budget Analysis noting that staff was providing three options this year and offered details on each.

Mr. Jouen asked if contingency funds were built in to the college budget. CBO Ellison responded that there was and provided the amounts for each option. Mr. Jouen asked what the increase would be for a property worth \$100,000 if the college were to go with the max property tax increase. CBO Ellison made a quick calculation and provided an estimate. Chair Lucero noted that this was only the college's portion of any potential increase and other entities could also choose to increase their portion.

7.G. Request to Approve Pre-Purchase of HVAC Equipment for Aspen Center in Show Low

CBO Ellison reviewed the request to approve the Pre-Purchase of HVAC Equipment for Aspen Center in Show Low for a total cost of \$50,266.

Chair Lucero asked when the installation would take place. CBO Ellison informed the Board of plans to install starting in mid-May this year.

Mr. Jouen asked for clarification on the term "pre-purchase" to make sure the college did not plan to pay before receiving the goods. CBO Ellison confirmed that the units would be received before payment was made and that it referred to not having the vendor responsible for installation purchase the units and provide a mark-up to the college on price.

Mr. Matteson asked if the eventual renovation of the Aspen Center would cause more work on the HVAC system in the future. CBO Ellison responded that it would not.

Mr. Matteson made a motion to approve the Pre-Purchase of HVAC Equipment for Aspen Center in Show Low from Hercules Industries as presented. Mr. Jouen seconded. 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.



Agenda Item 8: Standing Business

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

VPLSS Jackson addressed the Board and introduced Ann Hess and Kelli Freeman who provided a report on the activities and successes the college was seeing with Social Media initiatives which was part of the Enrollment Management Priority 15.

Mr. Jouen noted that he was an avid follower of the NPC Facebook page and often shared posts on the Winslow City website.

8.B. President's Report

President Vest reminded the Board of their request for training and mentioned the Trust had offered to provide that training which would be arranged for the coming months. A Board Retreat will be arranged for April 24th at the Winslow campus.

President Vest then provided an update on the search for a Vice President for Learning and Student Services, answering logistical questions from the Board, as well as on current legislation being discussed at the capitol.

8.C. Agenda Items/Informational Needs

None.

Agenda Item 9: Board Report/Summary of Current Event

Mr. Jouen offered thanks to Betsy Wilson who attended a recent Winslow City Council meeting to provide a presentation, and welcomed future quarterly reports from the college.

Mr. Leslie attended a Board meeting at the Blue Ridge High School where Dual Enrollment issues were discussed.

Agenda Item 10: Announcement of Next Regular Meeting: Regular District Governing Board meeting on Tuesday, April 16, 2019.

Agenda Item 11: Adjournment

The meeting was adjourned at 11:32 a.m. upon a motion by Mr. Matteson and 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

