

Navajo County Community College District Governing Board Meeting Minutes

May 21, 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. Derrick Leslie; Mr. Elias Jouen.

Governing Board Member Present by Phone:

Governing Board Member Absent:

Staff Present: President Mark Vest; Vice President for Administrative Services (VPAS) Maderia Ellison; Interim Vice President for Learning and Student Services (VPLSS) Rickey Jackson.

Others Present: Debra McGinty; Rebecca Hunt; Renell Heister; Peggy Belknap; Judy Yip-Reyes; Ken Wilk; Wesley King; Frank Pinnell; Sammy Harris; Mary Koury; Randy Hoskins; Everett Robinson; Gail Campbell; Inez Schaechterle; Pat Lopez; Amelinda Webb; Lauren Maestas; Hallie Lucas; Roshelle Lacapa; Lynn Browne-Wagner; Matt Weber.

Others Present by Phone:

Agenda Item 1: Call to Order and Pledge of Allegiance

Chair Lucero called the meeting to order at 10:26 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 – VPAS Ellison

VPAS Ellison addressed the Board and reviewed the Financial Position Report.

Mr. Jouen asked for clarification on the investment income which VPAS Ellison provided. President Vest noted that the college did not rely on investment income due to the possibility of fluctuations. Mr. Matteson confirmed that the investing on behalf of the college was by the state. VPAS Ellison noted that the college had a small amount invested through Navajo County also.



4.B. NPC Friends and Family – Director Wilson

Mary Koury, Chair of the Friends and Family Board, presented on behalf of Director Wilson and highlighted the recent retreat held in Kayenta.

4.C. Faculty Association

Inez Schaechterle introduced herself as the new Faculty Association President and informed the revised composition of positions within the Faculty Association group.

4.D. Human Resources

Written Report.

4.E. NPC CASO

Written Report.

4.F. NPC Student Government Association

Written Report.

Agenda Item 5: Consent Agenda

- A. April 16, 2019 Regular Board Minutes
- B. April 16, 2019 Work Session Minutes
- C. April 24, 2019 Retreat Minutes

Mr. Matteson made a motion to approve the consent agenda 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 6: Old Business

None.

Agenda Item 7: New Business

7.A. Emeritus Award - Lynn Browne- Wagner

Dr. Debra McGinty presented the Emeritus Award to Lynn Browne-Wagner noting how much Lynn had done for the college, the county, the state, and even nationally. Lynn Browne-Wagner thanked the college for allowing her the opportunity to pursue all the opportunities internally and externally.

7.B. Office of Institutional Effectiveness Update

Director Yip-Reyes provided further information on the Fall 2018 course improvement survey results requested by the Board at a previous meeting.

Mr. Matteson asked if an instructor named in a comment was provided the information to be able improve their instruction. Director Yip-Reyes responded that they were.



7.C. Request to Support Northern Arizona Healthcare Foundation Grant Application

Dean McGinty addressed the Board and reviewed the supplies and equipment that would be purchased for the new Surgical Technology program if the grant application was successful and asked for the Board's support.

Mr. Jouen asked where the equipment would be housed. Dean McGinty responded that a classroom that was underutilized at the White Mountain Campus would be retrofitted as an operating theatre and all equipment would be housed within.

Mr. Leslie asked if this facility would be impacted by the construction planned at the White Mountain Campus. President Vest noted that it would not be impacted during the construction but would eventually move to the new Nursing and Allied Health building once it was available to use.

Mr. Jouen asked if the program, and therefore the equipment, could be moved and utilized at the Little Colorado campus in the future. Dr. McGinty noted that there would be hope to expand in the future but initial accreditation would be sought through the first cohort of ten students at the White Mountain Campus.

Chair Lucero asked if Dean McGinty had met with the Indian Health Services (IHS) also. Dean McGinty noted that the Whiteriver IHS was interested but the Winslow IHS had not shown any interest to date.

Mr. Matteson made a motion to approve support for the Northern Arizona Healthcare Foundation Grant Application. 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. Request to Approve Contract for Website Improvements

VPLSS Jackson addressed the Board and reviewed the request to approve a contract for Website Improvements with Last Call Media for \$150 per hour and not to exceed \$40,000 in fiscal year 19/20.

Mr. Matteson asked if this was the same company that built the new website for the college. VPLSS Jackson responded that it was not.

Mr. Jouen asked how many companies responded to the Request for Proposals (RFP). VPLSS Jackson answered that there were 8 responses.

Mr. Matteson made a motion to approve the Contract for Website Improvements to Last Call Media not to exceed \$40,000 per fiscal year. 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.E. Request to Approve 2021-2022 Academic Calendar

VPLSS reviewed the draft of the 2021-2022 Academic Calendar noting the addition of a three-day instructional break during the Fall Semester which was a change from previous calendars.

Mr. Matteson made a motion to approve the 2021-2022 Academic Calendar 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. Request to Approve Renewal of Jenzabar Contract

President Vest addressed the Board and reviewed the request to approve the renewal of the Jenzabar Contract at a total price of \$239,165.84. President Vest noted that Jenzabar was the college's Student Information System and Enterprise Resource Platform so staff recommends approval.

Mr. Matteson asked if the college was happy with the system. President Vest noted that nobody was ever happy with their system, regardless of which one was used, and the college would begin an evaluation of the options available to the college once the Information Services Director position was filled. President Vest did note that utilizing Jenzabar allowed the college to make customizations where other programs would not, which was both good and bad for the college.

Mr. Matteson made a motion to approve the Renewal of the Jenzabar Contract 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.G. Policy 1932 - Procurement

President Vest reviewed the changes to Policy 1932, requested by the Board at a recent retreat, and asked the Board for input.

The Board asked President Vest for clarification on a recent draft Procedure that was shared with them and President Vest provided that, but cautioned that the Board was responsible for Policy and designated responsibility for Procedure to the President and anyone at the college affected by the procedure.

Mr. Leslie asked if approving the Policy draft, presented, would cause any conflict with changes the college would like to make to the Procedure. President Vest responded that he did not see any issues.

The Board discussed the need to comment on procedures as well as policy and issues that Pima Community College were facing from the Auditor General's office over some of their purchasing practices.

Mr. Jouen made a motion to adopt the Policy on Procurement as presented. Mr. Peaches seconded. The vote passed upon a roll-call vote with Mr. Jouen, Mr. Matteson, Mr. Leslie, and Mr. Peaches voting in favor. Chair Lucero voted against.



Agenda Item 8: Standing Business

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

VPLSS Jackson reported on the current activities of SPASC highlighting expected changes to the make-up of committee membership and future reports the Board will be receiving.

Mr. Matteson asked if the new Vice President for Learning and Student Services would become chair of the committee upon arrival. VPLSS Jackson noted that the Shared Governance procedure designated co-chairs from faculty and staff and that Dr. Clark would be a non-voting member who would attend meetings to provide guidance.

8.B. President's Report

President Vest noted that four firms had been selected from the RFQu process for construction at White Mountain Campus and presented to a group from the college. President Vest asked Mr. Matteson, who attended the presentations, to provide his impressions to the Board. President Vest also noted that there was still no state budget.

8.C. Agenda Items/Informational Needs for future meetings

None.

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, June 18, 2019.

Agenda Item 11: Adjournment

The meeting was adjourned at 11:48 a.m. upon a motion by Mr. Matteson and a second by Mr. Peaches. 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

