

# Diné College Board of Regents Meeting Minutes

| Diné College Board of Regents Meeting |   | Date: June 17, 2016   |
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| Present:                              | Greg H. Bigman, Theresa Hatathlie, Dr. Tommy Lewis Jr, Nelson S. BeGaye, Johnson Dennison, Aaron Lee, Anderson Hoskie.<br><br><i>(A quorum of 5 was met with 7 Regents in attendance)</i> | <b>Location:</b><br>Tuba City Center<br>Conference Room<br>Tuba City, AZ. |
| Absent:                               | None  |   |

| Agenda   |   |                         |
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| June 17, 2016 Regular Meeting Minutes approved on July 29, 2016 Motioned: Regent Dennison, Seconded: Regent BeGaye , Vote: 5/0/0.  |   |                         |
| I. <b>Call to Order:</b> Regent Greg Bigman called the meeting to order at 9:08 AM.  |   |                         |
| II. <b>Roll Call:</b> Regent Dr. Tommy Lewis conducted the roll call of the meeting.   |   |                         |
| III. <b>Invocation:</b> Regent Theresa Hatathlie provided a prayer for the meeting.  |   |                         |
| <b>III. Approval of Agenda</b><br>Motion to adopt and approve the June 17, 2016 Board Meeting Agenda with the following addition by Regent Hatathlie, seconded by Regent Lewis. Vote: 6/0/0. <ul style="list-style-type: none"> <li>Add Phyllis Begay to do a 15 minutes presentation under agenda item labeled "Oral Reports".</li> <li>Motion by Regent Dennison to accept the additional agenda item and the comments made, seconded by Regent Lewis. Vote: 6/0/0.</li> </ul> | <b>Follow-Up Action:</b>  | <b>Responsible POC:</b> |
| <b>V. Introduction of Guest and Staff</b> <ul style="list-style-type: none"> <li>Greg Bigman, Board President</li> <li>Nelson BeGaye, HEHSC Representative</li> <li>Dr. Tommy Lewis, Superintendent of Dine Schools</li> <li>Johnson Dennison, Central Agency Representative</li> <li>Aaron Lee, ASDC Student Regent</li> <li>Anderson Hoskie, Eastern Agency Representative</li> <li>Anjeanette Lang, Executive Assistant</li> </ul>  | <ul style="list-style-type: none"> <li>Dr. Martin Ahumada, Interim President</li> <li>Merle Dayzie, Interim Human Resource Director</li> <li>Cheryl Thompson, VP of Finance</li> <li>Glennita Haskey, VP of Student Affairs</li> <li>Lisa Eutsey, Dean of the Faculty</li> <li>Suzette Longfellow, KPMG</li> <li>Phyllis Begay, Tuba City Center Director</li> <li>Patrick Blackwater, Dean of Outreach &amp; Continuing Education</li> </ul> |                         |

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| VII. Public Comments:   | Follow-Up Action: | Responsible POC |
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| <ul style="list-style-type: none"> <li>• Mildred Garcia, Director of Tuba City Clinical Education requested the board to consider exploring an academic partnership with the local health care facility. Students will be able to accomplish a degree at Dine College so that the community can sustain the Navajo people.</li> <br/> <li>• Tuba City Center Internet access needs to be addressed. The College needs to provide better Internet access to students and staff. Also, the Tuba City Center is in need of another science faculty member.</li> </ul>  |                   |                 |
| <p><b>VIII. Announcements:</b></p> <ul style="list-style-type: none"> <li>▪ Sheep is Life - June 17, 2016 to June 19, 2016 at Dine College Tsaile Campus</li> <li>▪ Summer Institute - July 9, 2016 to July 22, 2016 at Dine College Tsaile Campus</li> <li>▪ Navajo Nation Youth Conference - July 18, 2016 to July 20, 2016 at Dine CollegeTsaile Campus</li> <li>▪ Discover Navajo Photo Shoot - June 23, 2016 at Dine College Tsaile Campus</li> <li>▪ Data Management and Research Summit - June 23, 2016 at the Shiprock CampusLibrary</li> </ul> <p>There were concerns by Regent BeGaye as to why the College Jish was not at the meeting. Regent Hatathlie mentioned that valuables are left at home and not transported from one location to another. Regent Hoskie stated the Jish is capable of being transported as long as there is proper care. Regent Hoskie added the last time he saw the Jish was on May 6, 2016 and questioned if the Jish was renewed after the crystal gazing ceremony. Regent Dennison stated the Jish can be transported, only if you are only going to have a meeting and return immediately upon the completion of the meeting. The President of the College is the care taker of the Jish.</p> |                   |                 |

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| <p><b>IX. Approval of Board of Regents Meeting Minutes Approval of Board of Regents Meeting Minutes</b></p> <ul style="list-style-type: none"> <li>• April 15, 2016 Board of Regents Work Session</li> <li>• April 15, 2016 Board of Regents Meeting</li> <li>• May 6, 2016 Board of Regents Meeting</li> </ul> <p><b><i>Motion by Regent BeGaye to adopt &amp; approve meeting minutes, seconded by Regent Lee with the following changes. Vote: 710/0.</i></b></p> <ul style="list-style-type: none"> <li>• <i>Strike Lori Tapahonso has resigned; restate to indicate she has left the college.</i></li> </ul> <p><i>Item 6 include in text motion to amend rules to combine items A, B &amp; C.</i></p>  |  |  |
| <p><b>X. Reports:</b></p> <ol style="list-style-type: none"> <li>1) KPMG- Suzette Longfellow             <ul style="list-style-type: none"> <li>• Slide 3 gives a summary of audit results; financial and single audits were conducted according to KPMG's professional standards. Planning test work was done in December 2015. The fieldwork was completed in March 2015 and April 2015. May 12, 2015 the financial statement was issued. Dine College received and unmodified an opinion.</li> <li>• Slide 4 shows the audit adjustments. Four adjustments had to be made; improper capitalization of assets, over recognition of TCCA appropriate revenue, incorrect recording of funding received from AICF, and improper expensing capital assets (modular building).</li> <li>• Slide 5 indicates the management of the College was very cooperative and assisted to the process of completing the audit. There is a great need for documentation.</li> <li>• During the audit, KMPG did not suspect any fraud during the audit. Key individuals were interviewed and risks were addressed.</li> <li>• A review of financial statements was provided and there was a recommendation to have a work session to review the in depth the financial statements.</li> <li>• Within the institutions aide, there were no findings. There were however findings with the student financial aid. One student was</li> </ul> </li> </ol> | <p>Further discussion will take place between President Bigman and a KPMG Representative on the Work Session that will be forthcoming.</p> |  |

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allowed to receive funding without going through the approval process from COD. There is no known reason to this; whether its people caused or IT caused. There was also a reporting finding where 10 students were disbursed funds, but there were no submissions and accepted until March and July of 2015. Another finding was in eligibility; a student was not in a degree seeking program and received a Pell Grant award. Another student received a Pell Grant award who did not meet the satisfactory academic progress requirement during spring 2015 semester. Reporting in a timely manner with internal control will need to be addressed.

- Uniform Guidance replaces the OMB Circular.
- KPMG is required to communicate to the Board of Regents to ensure the auditor's report was shared with Board of Regents.
- Control Deficiencies; assets not being properly capitalized. Buildings, equipment, and vehicles. Assets were in the wrong bucket. Funds were not transferred from construction to buildings.
- Unrecorded Liabilities - Control deficiencies to better tracks student records occurred. The revenues and expenses were unmatched.
- Timely drawdowns and Pell Grant receipts and receivables. There was a \$500,000 write off that occurred in 2015.
- In prior year findings, there were write offs, but reconciliations were addressed, so this does not occur again.
  - Q & A - the unmodified opinion given to Dine College should be satisfactory.
  - There is recommendation to streamline the resources within Jenzabar. Modules with financials and streamline the process are being addressed.

### 2.) Dr. Martin Ahumada, Interim College President

- Strategic schemata for month to month College operation.
- Provides existing personnel and staffing needs.
- Provides a monthly basis update.
- The capabilities of the College to operate and the budget to do so.

Increase lobbying and support with the Land Grant office,

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- The team did meet with NM Highlands on the partnership to Polycom. A new MOU will be signed.
  - How are the centers incorporated into this chart? The chart shows what the needs are College wide. There was no input from the center directors and managers.
  - External and Internal communication; the Senior Marketing personnel works with many things, such as with recruitment, setting up shows, and developing documents.
  - The College needs to get involved with the community. There are other surrounding areas who want to work with Dine College. Luepp and Dilkon area have an interest in working with the College. For this reason, lobbying needs to be more aggressive. An increase with support to the Land Grant Office is needed.
  - NMSU will be discussed in executive session.
  - Compliance Officers; what are the key areas and how does it align with the academic master plan? How to work with the Finance Department to come up with an estimated cost.
  - Introduced a legislation to the council to increase funds proposal. DPI and Land Grant Office capacity needs to be increased.
  - Don't compare Dine College to NTU. The Land Grant Office could be in Tuba City. Centers will be given the same attention to in reference to the short term, immediate, long term goals.

### 3.) Cheryl Thompson, VP of Finance Budgeting Process:

- The objective is the integrated process. Annual planning and the budgeting process. To match plans with the funds.
- Phase I is to get cost centers into the mind frame of integrated planning.
- Phase II is revenue capacity; projection completed and work in progress.
- Phase III is work in progress, as well. Academic units have

Work session to discuss an increase to the 4.2 million from the Navajo Nation. An increase in capacity needs for Dine Policy Institute and Land Grant.

Regent Hatathlie request DC not be compared to NTU and the Land Grant Office to be in Tuba City.

All centers will be given the same attention to long term, short term, and immediate goals.

The board will need to approve all amendments and changes to the budget.

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| <p>had their budget hearings. The timeline projected for this is two months.</p> <ul style="list-style-type: none"> <li>• The Office of Institutional planning is working on a running excel workbook. This is the second year it is being implemented and will take time to get working successfully.</li> <li>• Timelines were expected from the Board President on the layout of the budgeting process. The budget is constantly being changed.</li> <li>• Operational policy manual needs to be updated. 2011 was the last time the policy was updated.</li> <li>• Regent Hatathlie asked if the \$200,000 will be able to be recovered by the end of the month. Cheryl indicated she is working with VP Haskey to address this. The responsibility is two• folded. The Financial Aid Director has the responsibility to generate the submissions to the Department of Education the Finance Department cannot draw funds down until the transaction is initiated. The funds will need to be transferred into the G5 account. Every effort is being made to recover funds.</li> <li>• Student Association has 96% of their revenue. President Bigman recommended to increase the student association budget and distribute funds appropriately.</li> <li>• HR Director Interview was completed. Waiting to receive a recommendation from the committee.</li> <li>• 2016 planning academic year is ongoing. A checklist is a work in progress.</li> <li>• The roll out of accelerated financial audit is forthcoming. A 9 month review will begin in September for the FY' 16 audit.</li> <li>• IT evaluations are ongoing. Some deficiencies were found with Cellular One. A more detailed report will be presented at the July 2016 board meeting.</li> <li>• Title III construction grant was given to improve Wifi services. An outside consultant will be brought in to redesign the services. The goal is to improve services to students.</li> <li>• Several departments under finance have been working off of non•existing policies. The timeframe has not yet been</li> </ul> | <p>Any staff who receives training on the budget and process will need to sign off.</p> |  |
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developed.

Performance evaluations are a work in progress and the goal is to be completed on time.

- Trainings on staff development plans are also work in progress. It will take two years for these department to be up and going. A strong team has yet to be established.
- There is a need to reevaluate the needs for Dilkon area. Get higher education communities. Building better networks.
- The Policy Matrix's was sent to Sloan and Co. for their review. July 31<sup>51</sup> is the deadline to complete their review. Provide update at the August meeting.
- Ongoing meetings with Steve Miller to address IT issues.
- There was no unmet need when the carryover was initiated with the carrier.
- A report analysis will be reported in August 2016. The capacity is not where it should be, but more capacity will be forthcoming. New modules will be introduced once the capacity has been established.

#### 4.) Dr. Henry Fowler, Interim Provost

- Dr. Fowler is a keynote speaker at **NAU**.
- There are currently four faculty members at Tuba City. The hinder of student increase are the resources to the facility.
- Students in Tuba City are better prepared.
- As time progresses, there will be a break down to the schemata to look at individual sights.
- A meeting is scheduled with key staff to work on the Academic Master Plan.
- Academic budget hearings have been completed.
- Working with Merle on hiring practices and the salary scale. Housing and office space need are great.
  - o A discussion will need to take place to look into the Two Grey Hills housing for a potential partnership. BIA will also need to be in agreement.

The Policy Matrix's will be provided at the August 2016 meeting.

Regent Hatathlie request for IT to come in and present an IT plan and explain their needs. Dr. Akpabio and his staff will present on IT issues.

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| <p>5.) Lafrenda Frank, Faculty Association - Not in attendance</p> <p>6.) Vale Adakai, Staff Association</p> <ul style="list-style-type: none"> <li>• Internal documents, vision, and mission will be updated.</li> <li>• Would like to implement having a meeting every two weeks from 10:00 AM to 12:00 PM.</li> <li>• The salary schedule has been an ongoing research. Meetings were scheduled between Merle and Vale, but due to personnel circumstances the meetings did not happen.</li> <li>• President Bigman recommended to find ways to help to improve staff. A survey is recommended.</li> </ul> <p>7.) Aaron Lee, ASDC President</p> <ul style="list-style-type: none"> <li>• On April 20, 2016, several students traveled to Tuba City to support the Ambassador Club. At that time students brought up needs for lab chairs. Students also expressed concerns having to move from one class to another.</li> <li>• The Senates have used \$537.00. The Senates would like to assist students with printing and coffee. IT issues are a problem and board visits.</li> <li>• A draft was generated to the ASDC Constitution. This was tabled due to Macain's video scheduled to play at graduation.</li> <li>• A new ASDC Vice President is needed. There has been no official meetings thus far.</li> <li>• Students in Tuba City are lobbying for more activities.</li> <li>• Work with Regent Hatathlie on the bylaws.</li> </ul> <p><b>Break for Lunch 12:34 PM- Resume Meeting at 12:45 PM</b></p> <p>8.) Phyllis Begay, Tuba City Campus Director</p> <ul style="list-style-type: none"> <li>• Employed with Dine College for 11 years.</li> <li>• Took President Bigman on a tour of the Tuba City facility.</li> <li>• A math faculty is needed.</li> <li>• Services are still provided to students even though there is lack of resources. They are a team and they make it work.</li> </ul> | <p>President Bigman would like to know what is the average term for a staff, how long has the staff been employed, when was the last pay increase, what are the numbers of staff and how to do they correlate with the different facilities.</p> <p>How many people attend staff association meetings and engage in staff association.<br/>Goals and Objectives should be stated within the policies; this includes meeting day and time.</p> <p>Regent Hatathlie would like the Faculty Association to assist the Staff Association in putting this report together. In addition, HR needs to be more proactive with putting the salary information together. The staff will be responsible for putting together the trend data of staff receiving raises and based on performance evaluations, a certain</p> | <p>Vale Adakai</p> |
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| <p>Juvenile center.</p> <ul style="list-style-type: none"> <li>○ Develop programs for law enforcement.</li> <li>○ Tuba City Center is the second highest enrollment compared from Shiprock.</li> </ul> <p>Immediate addresses for TC are Internet access, increase in faculty. There is a lack of Maintenance. Positions are not budgeted. ITV and Online classes are available; what is the availability.</p> <ul style="list-style-type: none"> <li>• Capitalize on the benefit freeze.</li> </ul> <p><b>Regents voted by acclamation 7/0/0 to accept &amp; approve the entire oral reports and the directives.</b></p> <p><b>Written Reports:</b></p> <ol style="list-style-type: none"> <li>1.) Merle Dayzie, Interim Director of Human Resources</li> <li>2.) VP of Student Success, Glennita Haskey</li> <li>3.) VP of Government Affairs and Public Relations, Moroni Benally             <ul style="list-style-type: none"> <li>• The board would like to see the progress behind the reports that are received.</li> <li>• Commends DPI on their work with Economic projects</li> <li>• The board needs to receive weekly updates, so the information can be disseminated.</li> <li>• What is the estimated radio count?</li> </ul> </li> </ol> <p><b>Regent Hatathlie motioned to accept &amp; approve the entire written reports and the directives. Seconded by Regent Hoskie. Vote: 6/0/11.</b></p> | <p>President Bigman requested a thorough analysis. The next step is to break things down and disseminate information to all sites and centers. OPIR to branch out to the satellite offices. Share data so the leaders are able to see how they can grow, to be able to see the numbers so that sound decisions are made.</p> <p>Estimated radio count. How many people are tuning in?</p> <p>Reports are received in a timely manner.</p> | <p>OIPR</p> <p>Public Relations</p> <p>Dr. Ahumada</p> |
| <p><b>Written Reports</b></p>  |   |  |
| <p><b>XI. New Business:</b></p> <p><b>Action Item "A" -</b><u>Approval of the new Dine College Dual Credit Policies and Procedures</u></p> <ul style="list-style-type: none"> <li>• Regent Lewis read the resolution into record.</li> <li>• <b>Motion by Regent Lee. Seconded by Regent Dennison. Vote: 6/0/1.</b></li> </ul> <p><b>Action Item "B" -</b> <u>Approving to hire Michael Upshaw for legal representation for Dine College</u></p>   |   |  |

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| <ul style="list-style-type: none"> <li>• Regent Lewis read the resolution into record.</li> <li>• <b>Motion by Regent Dennison. Seconded by Regent Lewis. Vote: 6/0/1.</b></li> <br/> <li>• The Interview Committee all agreed the person should make a well-rounded candidate and will fill the position.</li> <li>• Provision until contract is finalized and there are no DOJ.</li> </ul> <p><b>Action Item "C" - <u>Accepting and Approving the Audited Financial Statements for the Period Ended September 30, 2015 Prepared by KPMG</u></b></p> <ul style="list-style-type: none"> <li>• Regent Lewis read the resolution into record.</li> <li>• <b>Motion by Regent BeGaye. Seconded by Regent Lee. Vote: 6/0/1.</b></li> <li>• <b>Motion by Regent Bigman. Seconded by Regent Lewis. Vote: 6/0/1 to include the recommendations made by KPMG and in "Now Therefore be it Resolved" the president specifically outlines, so that the resident can address.</b></li> </ul> <p><b>Action Item "D" - <u>Accepting the Final Report of Forensic Accounting and Investigation Services Prepared by Veriti Consulting, LLC.</u></b></p> <ul style="list-style-type: none"> <li>• Regent Lewis read the resolution into record. <b>Motion by Regent Lewis. Seconded by Regent Lee.</b></li> <li>• <b>Regent Hatathlie motioned to defer. Seconded by Regent BeGaye. Vote: 7/0/0.</b></li> </ul> |  |  |
| <p><b>XII. Executive Session:</b></p> <ul style="list-style-type: none"> <li>• Entered in at 1:48 PM. <b>Motion by Regent Hatathlie. Seconded by Regent Dennison. Vote: 7/0/0.</b> <ul style="list-style-type: none"> <li>• Informational from DHR</li> <li>• President Dr. Ahumada was requested to attend.</li> </ul> </li> <li>• Exited at 2:44 PM. <b>Motion by Regent Hatathlie. Seconded by Regent Dennison. Vote: 7/0/0\</b></li> </ul>   |  |  |
| <p><b>XIII. Next Meeting:</b></p> <ul style="list-style-type: none"> <li>• The next regular Board of Regents Meeting will be on Friday, July 29, 2016 in Shiprock, NM at 9:00 AM.</li> </ul>   |  |  |

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| <b>XIV. Adjournment:</b> <ul style="list-style-type: none"><li>▪ <i>Motion by Regent Hoskie. Seconded by Regent Lee. Vote:</i></li></ul> <b>7/0/0 at 2:50 PM.</b> |  |  |
| <b>Meeting Minutes Respectfully Submitted by: Anjeanette Lang, Executive Assistant to Dine College Board of Regents.<br/>Minor edits made by Winifred Jumbo.</b>  |  |  |