

# Navajo County Community College District Governing Board Meeting Minutes

April 20, 2021 – 9:00 a.m.

ZOOM

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**Governing Board Member Present:** Mr. Frank Lucero; Mr. Everett Robinson; Ms. Kristine Laughter; Mr. Derrick Leslie.

**Governing Board Member Present by Phone:**

**Governing Board Member Absent:** Mr. Elias Jouen.

**Staff Present:** Interim President Jeanne Swarthout; Interim Vice President for Learning and Student Services (VPLSS) Mike Solomonson; Vice President for Administrative Services (VPAS) Maderia Ellison; Chief Information Officer (CIO) Scott Estes; Chief Human Resources Officer (CHRO) Bob Ficken; Director of Institutional Effectiveness Judy Yip-Reyes; Recording Secretary to the Board Paul Hempsey.

**Others Present:** Ann Hess; Peggy Belknap; Cassie Dows; Wes King; Betsy Wilson; Cecilia Cervantes; Rebecca Hunt; Donna Krieser; Curtis Stevens; Lorie Hendershot; Lauren Maestas; Ryan Jones; Frank Pinnell; Melody Niesen; Terrie Shevat; Susan Hoffman; Ruth Zimmerman; Tony Hill; Tamara Osborne; Jeanette Hancock; David Borofsky; Allison Landy; Bob Ficken; Lia Keenan; Josh Rogers; Jeremy Raiser; Colleen Readell; Wei Ma; Amelinda Webb; Gail Campbell; Michael Broyles; Pat Lopez; Diane Joe; Deborah Keith; Rickey Jackson; Loria Hute; Eleanore Hempsey; Denise Rominger; Kevin Westfall; Matt Weber; Nicole Ulibarri; Pam Dominguez; Rachel Arroyo-Townsend; Olivia Jaquez; Amber Hill; Chato Hazelbaker.

**Others Present by Phone:**

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

Chair Lucero called the meeting to order at 9:00 a.m. and led the Pledge of Allegiance.

## **Agenda Item 2: Adoption of Agenda**

*Mr. Robinson moved to adopt the agenda as presented. Mr. Leslie seconded the motion. The motion carried upon a roll-call vote with Mr. Robinson, Ms. Laughter, Mr. Leslie, and Chair Lucero voting in favor. There were no votes against.*

## **Agenda Item 3: Call for Public Comment**

None.

## **Agenda Item 4: Discussion Items**

### **4.A. Standing Presentations:**



#### ***4.A.1. Financial Position***

VPAS Ellison addressed the Board and reviewed the Financial Position Report noting it covers the period through February 2021.

#### ***4.A.2. NPC Student Government Association (SGA)***

Written Report.

#### ***4.A.3. Faculty Association***

Dr. Allison Landy addressed the Board and, referencing the written report in the Board packet, provided an update from Faculty Association highlighting the support for the compensation recommendation the Board would see later in the meeting.

#### ***4.A.4. Classified & Administrative Staff Organization (CASO)***

Donna Krieser provided a presentation from CASO highlighting the Library Services department and the work they have completed during the pandemic and the support for the compensation recommendation.

#### ***4.A.5. NPC Friends and Family***

Director Wilson addressed the Board and provided a report of recent Friends and Family activities highlighting the success from Arizona Gives Day and additional scholarships that will be available this coming year.

#### ***4.A.6. Human Resources***

Written Report.

#### ***4.A.7. President's Report***

Interim President Swarthout addressed the Board and reported on recent activity at the state legislature.

#### ***4.B. Student Success Alliance (SSA) Report***

Ryan Jones addressed the Board and provided a brief history of the Student Success Alliance and the work the group has, or intends to, complete. Melody Niesen reported that the group had applied to participate in the Community College Research Center's 2021 Guided Pathways at Rural Colleges Summer Institute. Over 200 colleges applied and, of the 16 accepted, NPC was included.

#### ***4.C. Enrollment Report***

Director Raisor addressed the Board and reviewed the Enrollment Report which shows a decline over the Spring 2020 semester of close to 9.6%.

Board Member Laughter asked what activities were taking place to assist enrollment and engage potential students at the Kayenta Center, which has been closed due to the Navajo Nation lockdown for a large portion of the year. Director Raisor noted that a lot of the enrollment from each location had moved to an online format. All students were still included in regular emails



and center staff were still working directly with students. Director Raisor noted he did not have a lot of specifics but would be happy to gather some additional information.

NPC Friends and Family Director Wilson noted the efforts to provide students, all over the NPC service area, with laptops and hotspots to assist them in taking classes online during the pandemic estimating the number from the Kayenta Center.

#### ***4.D. Primary Property Tax Levy & Rate***

VPAS Ellison noted this was a first read of the Primary Property Tax Levy and Rate and staff was recommending a rate below the maximum which would see it drop to \$1.7505. VPAS Ellison noted that, with new construction, the levy amount would still increase even with a drop in the rate.

Chair Lucero asked which colleges were asking taxpayers to pay the Transwestern Pipeline settlement costs. VPAS Ellison responded that Coconino and Arizona Western were making the request.

#### ***4.E. 2021-22 Budget Analysis***

VPAS Ellison reviewed the 2021-22 Budget Analysis noting that the State of Arizona has not finalized their budget.

#### ***4.F. 2021-22 Verification of Navajo County Residency***

VPAS Ellison presented an update on what the college can do to verify a student's Navajo County residency, and the limitations currently faced.

Chair Lucero asked if the issues within Jenzabar had been discussed with representatives of Jenzabar. CIO Estes noted that the request has been made but the response has been to upgrade to a newer system which will require the college to complete the Request For Proposal procurement process. Conversations have begun and the college is looking to join a consortium of Arizona Community Colleges to assist with the cost.

Chair Lucero asked if a newer version of Jenzabar would actually contain the fix the college required. CIO Estes noted that no demonstrations had taken place yet but it would be on the list of criteria for a new system.

Board Member Robinson noted that the town of Blue Gap should be considered in Apache County and be removed from the list. Board Member Robinson would also recommend an exception for the Town of McNary, where the county line splits the community in two. VPAS Ellison thanked Board Member Robinson for the suggestions and offered to look into each Township, but noted that the provided list was from an existing source for county information. VPAS Ellison suggested, if the Board would like to take action to direct staff, an agenda item could be added to the next meeting for that purpose.

Chair Lucero asked VPAS Ellison to provide an update on the decision at the next meeting.



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

- A. **February 26, 2021 Retreat Minutes**
- B. **March 16, 2021 Regular Meeting Minutes**
- C. **March 22, 2021 Special Meeting Minutes**
- D. **March 23, 2021 Special Meeting Minutes**
- E. **March 24, 2021 Special Meeting Minutes**
- F. **March 30, 2021 Special Meeting Minutes**
- G. **Dual Enrollment Intergovernmental Agreement Amendment** between Navajo County Community College District and Holbrook USD.

*Mr. Robinson moved to adopt the Consent Agenda as presented. Mr. Leslie seconded the motion. The motion carried upon a roll-call vote with Ms. Laughter, Mr. Robinson, Mr. Leslie, and Chair Lucero voting in favor. There were no votes against.*

## **Agenda Item 6: For Discussion and Possible Action**

### **6A. Old Business**

**6.A.1. Presidential Search Executive Session - Pursuant to A.R.S. § 38-431.03(A)(1) – Personnel Matters, the District Governing Board may vote to enter Executive Session to deliberate on the contract in the Presidential Search**

*At 10:01 a.m. Mr. Robinson made a motion for the Board to go into Executive Session. Mr. Leslie seconded the motion. The motion carried upon a roll-call vote with Ms. Laughter, Mr. Robinson, Mr. Leslie, and Chair Lucero voting in favor. There were no votes against.*

*At 10:13 a.m. The Board moved back into regular session and adjourned from executive session upon a motion by Mr. Robinson, seconded by Mr. Leslie. The motion carried upon a roll-call vote with Ms. Laughter, Mr. Robinson, Mr. Leslie, and Chair Lucero voting in favor. There were no votes against.*

### **6.A.2. Potential Action on Presidential Search**

*Mr. Robinson made a motion to offer the contract, as discussed in Executive Session, to Dr. Hazelbaker to be the next President of Northland Pioneer College. Mr. Leslie seconded. The motion carried upon a roll-call vote with Ms. Laughter, Mr. Robinson, Mr. Leslie, and Chair Lucero voting in favor. There were no votes against.*

Board Member Robinson asked if Dr. Hazelbaker would like the opportunity to say a few words. Dr. Hazelbaker noted that he was not prepared for how pleased and honored he would be at hearing the motion and could not be happier to join Northland Pioneer College.

Board Member Robinson extended his thanks to the Search Committee for their hard work in bringing an excellent candidate to NPC. Board Members Leslie and Laughter echoed the words of Board Member Robinson and welcomed Dr. Hazelbaker.

Chair Lucero also offered thanks to the Association of Community College Trustees team who assisted in the search.



## **6B. New Business**

### **6.B.1. Cancel Annual Review of President for 2021**

Interim President Swarthout asked the Board to consider cancelling the annual review of the President.

*Mr. Robinson made a motion cancel the President's review for 2021 only. Mr. Leslie seconded. The motion carried upon a roll-call vote with Ms. Laughter, Mr. Robinson, Mr. Leslie, and Chair Lucero voting in favor. There were no votes against.*

### **6.B.2. 2021-22 Salary & Wage Recommendation**

VPAS Ellison reviewed the 2021-22 Salary & Wage Recommendation with the Board noting this was the second time they were seeing it. VPAS Ellison highlighted some erroneous information included in the packet and provided the corrected information during the meeting.

Chair Lucero asked VPAS Ellison to clarify the total cost of compensation at the college. VPAS Ellison responded that the current cost was approximately \$18 million and the recommendation would add \$1,284,000 to that cost bringing it to approximately \$19.3 million.

*Mr. Robinson made a motion to approve the 2021-22 Salary & Wage Recommendation as presented. Ms. Laughter seconded. The motion carried upon a roll-call vote with Ms. Laughter, Mr. Robinson, and Chair Lucero voting in favor. There were no votes against.*

### **6.B.3. Request to Approve 2021-22 Preliminary Budget**

VPAS Ellison reviewed the request to approve the 2021-22 Preliminary Budget noting that, if approved, adjustments could only be made to lower the budget.

Chair Lucero confirmed that the information provided was for the Board opting for the Truth In Taxation property tax rate presented earlier.

*Mr. Robinson made a motion to approve the 2021-22 Preliminary Budget with the correction noted on Schedule C. Mr. Leslie seconded. The motion carried upon a roll-call vote with Ms. Laughter, Mr. Robinson, Mr. Leslie, and Chair Lucero voting in favor. There were no votes against.*

### **6.B.4. Request to Approve 2022-2024 Preliminary Capital Budget**

VPAS Ellison reviewed the request to approve the 2022-2024 Preliminary Capital Budget noting the first year of this budget was incorporated in the budget just approved.

*Mr. Robinson made a motion to approve the 2022-2024 Preliminary Capital Budget as presented. Mr. Leslie seconded. The motion carried upon a roll-call vote with Ms. Laughter, Mr. Robinson, Mr. Leslie, voting in favor. Chair Lucero voted against.*



#### **6.B.5. 2022-2023 and 2023-2024 Academic Calendars**

Dean Ma addressed the Board and noted the reason behind bringing the 2022-2023 Academic Calendar back to the Board, with changes, for approval and noted the 2023-2024 Academic Calendar conformed to the same parameters.

*Mr. Robinson made a motion to approve the revised 2022-23 Academic Calendar and the proposed 23-24 Calendar as presented. Mr. Leslie seconded. **The motion carried upon a roll-call vote with Ms. Laughter, Mr. Robinson, Mr. Leslie, and Chair Lucero voting in favor. There were no votes against.***

#### **6.B.6. Request to Approve Cisco Telepresence Endpoints for BUS Classrooms**

CIO Estes addressed the Board and presented the request to approve the purchase of Cisco Telepresence Endpoints for BUS classrooms for a total amount of \$74,093.55.

*Mr. Robinson made a motion to approve the purchase of 3 Cisco Telepresence Endpoints from CDWG under AZ State Procurement Contract E&ICNR01439 for a total cost of \$74,093.55. Mr. Leslie seconded. **The motion carried upon a roll-call vote with Ms. Laughter, Mr. Robinson, Mr. Leslie, and Chair Lucero voting in favor. There were no votes against.***

#### **Agenda Item 7: DGB Agenda Items and Informational Needs for Future Meetings**

Chair Lucero asked for follow-up information on the Towns and ZIP codes to be considered as part of Navajo County for tuition rates.

Mr. Leslie left the meeting at 10:50 a.m.

#### **Agenda Item 8: Board Report/Summary of Current Event**

Mr. Robinson expressed his appreciation for Technology Advancement and Support technician, Isaac Hutton, for his assistance during the email migration.

#### **Agenda Item 9: Announcement of Next Regular Meeting**

Regular District Governing Board meeting on Tuesday, May 18, 2021 at 9 a.m.

#### **Agenda Item 10: Adjournment**

*The meeting was adjourned at 10:53 a.m. upon a motion by Mr. Robinson and a second by Ms. Laughter. **The motion carried upon a roll-call vote with Ms. Laughter; Mr. Robinson, and Chair Lucero, voting in favor. There were no votes against.***

Respectfully submitted,



Paul Hempsey  
Recording Secretary to the Board

