

Navajo County Community College District Governing Board Meeting Minutes

March 15, 2022 – 10:00 a.m.
Painted Desert Campus, Tiponi Community Center
2251 East Navajo Boulevard, Holbrook, Arizona

Governing Board Member Present: Mr. Frank Lucero; Mr. Everett Robinson; Mr. Elias Jouen; Mr. Derrick Leslie (joined the meeting at 10:09 a.m. and left the meeting at 11:30 a.m.).

Governing Board Member Absent: Ms. Kristine Laughter.

Others Present: President Chato Hazelbaker; Vice President for Learning and Student Services (VPLSS) Mike Solomonson; Vice President for Administrative Services (VPAS) Maderia Ellison; Director of Institutional Effectiveness Judy Yip-Reyes; Interim Chief Human Resources Officer (CHRO) Kathy Hanson; Recording Secretary to the Board Paul Hempsey; Norvita Charleston; Victor Love; David Borofsky; Ruth Zimmerman; Gail Campbell; Olivia Jaquez; Linda Kor; Jon Wisner; Terrie Shevat; Susan Hoffman; Jeremy Raisor; Gary Santillanes; Ernie Hess; Elizabeth Oliphant; Ann Hess; Amber Hill; Robert Johnson; Allison Landy; Cassie Dows; Raeann Brittain; David Aberle.

Agenda Item 1: Call to Order and Pledge of Allegiance

Secretary Robinson called the meeting to order at 10:00 a.m. and led the Pledge of Allegiance.

Agenda Item 2: Adoption of Agenda

Mr. Lucero moved to adopt the agenda as presented. Mr. Jouen seconded the motion. The motion carried upon a roll-call vote with Mr. Jouen, Mr. Lucero, and Secretary Robinson 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 presented the monthly Financial Position report for the period to January 31st.

Mr. Jouen asked what the revenues from investments looked like. VPAS Ellison noted returns the college was seeing and noted they would not reach the amount hoped for in the budget.

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

No Report.



4.A.3. Faculty Association

Elizabeth Oliphant, Faculty in English, addressed the Board and provided a look at the Hyflex classes being offered at Northland Pioneer College (NPC).

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

Written Report.

President Hazelbaker highlighted the date of Eaglefest at the White Mountain Campus.

4.A.5. NPC Friends and Family

Written Report.

President Hazelbaker highlighted the dates that the Friends and Family Scholarships would be open for applications, as well as Arizona Gives Day.

4.A.6. Human Resources

Written Report.

4.A.7. Construction Report

Written Report.

4.A.8. President's Report

President Hazelbaker addressed the Board and reported on difficulties hiring the Associate Vice President for Human Resources and Chief Information Officer positions and how the college would move forward.

President Hazelbaker reviewed some of the other important hiring successes the college has had recently.

President Hazelbaker noted an upcoming meeting organized by the Arizona Corporation Commission to assist communities impacted by the closure of coal-powered power plants and provided an update on legislative happenings that may impact the college.

President Hazelbaker reported on the Phi Theta Kappa Honor Society Regional awards that featured Chair Laughter as keynote speaker as well as NPC student, David Aberle, who received the Distinguished Chapter Member Regional Award.

President Hazelbaker ended his report with information on meetings he had with Northern Arizona University and the hope of extending the partnerships with them.

4.B. 2022-23 Salary & Wage Recommendation

VPAS Ellison reviewed the recommendation for a 5% increase to wage and salaries at NPC as well as highlighting new positions that had been requested.



4.C. Severance and Related Policies

President Hazelbaker reviewed the report provided in the Board packet and offered suggestions on how to make the policies stronger, noting an updated timeline.

Mr. Jouen asked if there was a difference between termination for cause as opposed to termination without cause. President Hazelbaker noted the various ways employees might be released by the college and the differences of each.

4.D. Internet and Network Connectivity at Northland Pioneer College

President Hazelbaker reviewed the report provided in the Board packet and highlighted the future potential of leased line connectivity in the area.

Mr. Lucero asked if the college rented space on towers. President Hazelbaker responded that we do and highlighted some of the issues that brings.

Mr. Jouen noted that he might suggest setting aside money each year to maintain the infrastructure of the towers. VPAS Ellison noted that the college has a healthy fund balance and could set up a reserve specifically for this type of support.

Mr. Leslie left the meeting at 11:30 a.m.

4.E. 2022-23 Introductory Budget Analysis

VPAS Ellison reviewed the current information the college had received to create the 2022-23 budget and some of the options available.

Mr. Lucero asked if the negative amount shown for new construction would affect the levies the college could receive from property taxes. VPAS Ellison noted that it did

Mr. Jouen asked if the college received federal impact funds. VPAS Ellison responded that the college received Higher Education Emergency Relief Funds and noted that they were exempt from the expenditure limit and offered the projects they might be used for after questions from the Board.

4.E. NPC Virtual Bookstore Report

Amber Hill, Director of Financial Services, addressed the Board and expanded on the report provided in the Board packet.

Mr. Jouen asked if the decline in sales was due to the decline in enrollments. Director Hill noted it was likely a combination of decreases in pricing of textbooks, faculty utilizing free resources and lower cost options, and students searching for the best pricing online from other vendors.

Mr. Robinson noted the contract with the provider would be up for renewal in May and asked if it would auto-renew. Director Hill noted it was not an auto-renewal but the college was already planning for the summer semester and would like to continue offering the option to students. Mr.



Robinson asked what the length of the current contract was. Director Hill responded that the provider asked for a five-year contract and the college agreed to a three-year contract.

Mr. Jouen asked if there were a high number of students that could not afford the books for their classes. President Hazelbaker noted that the number was high and the college continued to look at ways to help students.

Agenda Item 5: Consent Agenda

- A. February 15, 2022 Regular Board Meeting Minutes**
- B. February 15, 2022 Work Session Minutes**
- C. 2020-22 Dual Enrollment Intergovernmental Agreement** between Navajo County Community College District and Heber-Overgaard USD.
- D. Program Modification – Associate of Arts in Early Childhood (AAEC) degree**
- E. Program Modification – Associate of Business (ABus) degree**
- F. Program Modification – Business Entrepreneurship Specialization (AAS, CAS)**
- G. Program Modification – Business Management and Leadership Specialization (AAS, CAS)**
- H. Program Modification – Medical Assistant program (AAS)**
- I. Program Modification – Business Medical Office Administration Specialization (AAS, CAS)**
- J. Program Modification – Therapeutic Massage program (AAS)**

Mr. Lucero moved to approve the Consent Agenda as presented. Mr. Jouen seconded the motion. The motion carried upon a roll-call vote with Mr. Jouen, Mr. Lucero, and Secretary Robinson voting in favor. There were no votes against.

Agenda Item 6: For Discussion and Possible Action

6A. Old Business

None.

6B. New Business

6.B.1. 2022-2023 Tuition and Fees

VPAS Ellison noted the information had not changed from the February meeting and staff recommends approval.

Mr. Lucero made a motion to accept the 2022-2023 Tuition and Fees as presented. Mr. Jouen seconded. The motion carried upon a roll-call vote with Mr. Jouen, Mr. Lucero, and Secretary Robinson voting in favor. There were no votes against.

6.B.2. Request to Approve HVAC Removal and Replacement

VPAS Ellison reviewed the request to approve the removal and replacement of HVAC equipment at the Silver Creek and Little Colorado campuses.

Mr. Lucero made a motion to approve the HVAC Removal and Replacement at a cost of \$80,180.00 as presented. Mr. Jouen seconded. The motion carried upon a roll-call vote with Mr. Jouen, Mr. Lucero, and Secretary Robinson voting in favor. There were no votes against.



6.B.3. Request to Approve External Hearing Officers

President Hazelbaker reviewed the list of potential hearing officers the college might call upon if needed and asked the Board to approve.

Mr. Lucero made a motion to approve the Hearing Officers as presented. Mr. Jouen seconded. The motion carried upon a roll-call vote with Mr. Jouen, Mr. Lucero, and Secretary Robinson voting in favor. There were no votes against.

6.B.4. Request to Release Funds for Construction at NATC

VPLSS Solomonson addressed the Board and requested the release of funds for construction at the Northeast Arizona Training Center (NATC).

Mr. Lucero clarified with VPLSS Solomonson that the funds were those allocated by the state for this project.

Mr. Lucero made a motion to approve release of \$762,650.00 for NATC construction. Mr. Jouen seconded. The motion carried upon a roll-call vote with Mr. Jouen, Mr. Lucero, and Secretary Robinson voting in favor. There were no votes against.

6.B.5. Request to Approve Purchase of Laerdal Mannequins

VPLSS Solomonson reviewed the request to purchase of two high fidelity patient simulators from Laerdal for a cost of \$108,990.77.

Mr. Robinson asked if the new simulators were being purchased as replacements to some the college currently owned. VPLSS Solomonson responded that the new simulators were higher quality than the college currently owned, outlining some of the advantages for students, but noted they would not replace other simulators which could still be used.

Mr. Jouen made a motion to approve the purchase of two high-fidelity patient simulators from Laerdal for a cost of \$108,990.77 as presented. Mr. Lucero seconded. The motion carried upon a roll-call vote with Mr. Jouen, Mr. Lucero, and Secretary Robinson voting in favor. There were no votes against.

6.B.6. Request to Approve Purchase of CISCO Audio/Video Equipment for Connected Classrooms

VPLSS Solomonson reviewed the request to purchase Cisco equipment to provide additional connected classrooms at the college for a cost of \$127,613.38.

Mr. Lucero made a motion to approve the purchase of Audio/Video equipment from CDW-G for five connected classrooms at a cost of \$127,613.38 utilizing monies from HEERF (Higher Education Emergency Relief Fund). Mr. Jouen seconded. The motion carried upon a roll-call vote with Mr. Jouen, Mr. Lucero, and Secretary Robinson voting in favor. There were no votes against.



6.B.7. Request to Approve Purchase of Student Laptops

VPLSS Solomonson reviewed the request to purchase 92 laptops for students using monies from HEERF in the amount of \$99,632.06.

Mr. Jouen made a motion to approve the purchase of 92 laptops for students for a cost of \$99,632.06 using HEERF. Mr. Lucero seconded.

Mr. Jouen asked if the students get to keep the laptops or were expected to return them after the semester ends. VPLSS Solomonson noted that the laptops were given to students through a scholarship and they were kept by students after awarded. Mr. Jouen asked if the college was responsible for any licensing of software. President Hazelbaker noted that Microsoft had an agreement for students to receive the Microsoft package for free so the college was not involved.

The motion carried upon a roll-call vote with Mr. Jouen, Mr. Lucero, and Secretary Robinson voting in favor. There were no votes against.

6.B.8. Request to Approve Purchases of Equipment for RUS-DLT Grant Project

VPLSS Solomonson reviewed the request to approve the purchase of equipment and services related to the Rural Utilities Services – Distance Learning and Technology (RUS-DLT) grant the Board accepted in 2021.

Mr. Lucero made a motion to accept the recommendation to purchase Cisco equipment and services for a total cost of \$463,839.34. Mr. Jouen seconded. The motion carried upon a roll-call vote with Mr. Jouen, Mr. Lucero, and Secretary Robinson voting in favor. There were no votes against.

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

Mr. Lucero requested information on potential discrepancies in the information provided on severances.

Agenda Item 8: Board Report/Summary of Current Event

Secretary Robinson noted the Community College Day with the legislature would be held on Wednesday March 23rd.

Agenda Item 9: Announcement of Next Regular Meeting

Regular District Governing Board meeting on Tuesday, April 19, 2022 at 10 a.m.

Agenda Item 10: Adjournment

The meeting was adjourned at 12:36 p.m. upon a motion by Mr. Jouen and a second by Mr. Lucero. The motion carried upon a roll-call vote with Mr. Jouen, Mr. Lucero, and Secretary Robinson voting in favor. There were no votes against.



Respectfully submitted,



Paul Hempsey
Recording Secretary to the Board

Approved

