

# Navajo County Community College District Governing Board Meeting Minutes

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

**Governing Board Member Present:** Ms. Kristine Laughter; Mr. Frank Lucero; Mr. Everett Robinson; Mr. Derrick Leslie (Joined the meeting at 10:05 a.m.).

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

**Others Present:** President Chato Hazelbaker; Vice President for Learning and Student Services (VPLSS) Michael Solomonson; Vice President for Administrative Services (VPAS) Maderia Ellison; Associate Vice President – Human Resources (AVPHR) Shenethia Manuel; Director of Institutional Effectiveness Judy Yip-Reyes; Recording Secretary to the Board Paul Hempsey; Norvita Charleston; Betsy Wilson; David Huish; David Borofsky; Janice Childers; Gail Campbell; Rickey Jackson; Melody Niesen; Frank Orona; Lia Keenan; Kathy Bentley; Nicole Ulibarri; Steve Mills; Curtis Stevens; Dinah Gaddie; Jennifer Dryden; Allison Landy; Michael Jacob; Michael Broyles; Nichole Hendricks; Raeann Brittain; Robert Johnson; Ruth Zimmerman; Tamara Osborne; Talaina Kor; Josh Rogers; Justin White; Olivia Jaquez; Rebecca Hunt; Jeremy Raisor; Katie Matott.

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

Chair Laughter called the meeting to order at 10:01 a.m. and led the Pledge of Allegiance.

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

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

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

None.

## **Agenda Item 4: Award of Emeritus and Meritorious Status**

### **4.a. Gail Campbell**

VPLSS Solomonson addressed the Board and offered a recommendation from President Hazelbaker that Gail Campbell receive Administrator Emeritus Status upon her retirement from the college in December.

*Mr. Robinson made a motion to approve Administrator Emeritus status for Associate Dean Gail Campbell. Mr. Lucero seconded. The motion carried upon a roll-call vote with Mr. Lucero, Mr. Robinson, and Chair Laughter voting in favor. There were no votes against.*



Mr. Leslie joined the meeting at 10:05 a.m.

## **Agenda Item 5: Discussion Items**

### ***5.A. Standing Presentations:***

#### ***5.A.1. Financial Position***

VPAS Ellison addressed the Board and presented the monthly Financial Position report for the period to September 30<sup>th</sup>, 2022.

Mr. Lucero asked if VPAS Ellison knew the reason behind the jump in Property Tax receipts. VPAS Ellison noted that she had enquired to the county treasurer but had not received a response at this time.

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

No Report.

#### ***5.A.3. Faculty Association***

No Report.

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

Written Report.

#### ***5.A.5. Northland Pioneer College (NPC) Friends and Family***

Betsy Wilson, Director of Friends and Family, addressed the Board and provided a report on recent foundation activities including a new application process for Friends and Family scholarships.

#### ***5.A.6. Human Resources***

Written Report.

AVPHR Manuel addressed the Board and went over changes to the most recent report from Human Resources and provided additional information.

#### ***5.A.7. Construction Report***

David Huish, Director of Construction, addressed the Board and provided a report on the construction projects at the college.

Mr. Lucero asked if the Skills Center in Show Low will be ready in time for the Spring Semester. Director Huish noted the initial substantial completion was December 27, 2022 but, the contractors have already requested a thirty-day extension due to weather conditions which the college would consider.

#### ***5.A.8 Arizona Association of Community College Trustees (AACCT)***

Chair Laughter provided a report on the recent activities for AACCT.



### **5.B. IE Quarterly Report**

Written Report.

### **5.C. Enrollment Report and Strategic Enrollment Management (SEM)**

Director Frank Orona provided an in-depth report on enrollment for the Fall 2022 semester before presenting the plans to continue growing enrollment with a Strategic Enrollment Plan.

Chair Laughter and Mr. Leslie commented on the lack of student perspective and suggested Director Orona consider multiple ways to ensure it was incorporated moving forward.

Chair Laughter asked about the data currently being used in the plan and what data would be sought moving forward. Director Orona, with assistance from Director Yip-Reyes, provided the source for data mentioned in the current report. Mr. Lucero and Mr. Robinson suggested looking at national data for enrollment at community colleges and county demographics.

Mr. Leslie asked for clarification on the need for Title IV and Title IX compliance evaluations mentioned by Director Orona. President Hazelbaker noted that the college did not have any compliance issues with either area and provided clarification.

Mr. Leslie asked for details on the cross training involved in the One-Stop Shop efforts which VPLSS Solomonson offered to provide at the January meeting.

Mr. Leslie asked if there would be a process to continually evaluate the performance of the plan, and address issues as they were discovered, and if the Board could expect regular reports on progress. Director Orona responded that he had made notes on the feedback from the Board and would incorporate them in the plan which was a living document that would require constant evaluation and updates. With those updates he would plan to make regular reports to the Board moving forward.

### **5.D. Diversity Equity and Inclusion (DEI) Update**

AVPHR Manuel provided an update on DEI efforts at NPC highlighting the new Belonging sub-committee of Leadership Council that would meet for the first time in a retreat this week.

## **Agenda Item 6: Consent Agenda**

- A. October 18, 2022 Regular Board Meeting Minutes**
- B. 2022-24 Dual Enrollment Intergovernmental Agreement** between Navajo County Community College District and Kayenta USD.

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

## **Agenda Item 7: For Discussion and Possible Action**

### **7.A. Old Business**

*None.*



## **7.B. New Business**

### **7.B.1. Request to Approve Fiscal Year 2024 Budget Assumptions and Guidelines**

VPAS Ellison reviewed the information provided for the assumptions and guidelines that NPC will follow when creating the 2024 budget.

Mr. Leslie asked about the compensation report being completed by Gallagher and how it would be utilized moving forward. President Hazelbaker responded that he would cover the item in more detail during his report but noted the Gallagher report will not be available in time for this year's compensation discussions but would be evaluated for future budget assumptions.

Chair Laughter asked for an explanation on the calculation of Equalization funds NPC receives which VPAS Ellison provided.

Mr. Leslie and Mr. Lucero asked for clarification on the recent property tax levies the college had adopted and the phased approach to increasing property taxes in the future. VPAS Ellison described the college's recent adoption of levies under the maximum allowable and multiple ways a phased approach would look like with reasoning behind such an effort.

*Mr. Leslie made a motion to approve the Budget Assumptions and Guidelines for the fiscal year 2024 budget as presented. Mr. Lucero seconded. **The motion carried upon a roll-call vote with Mr. Lucero, Mr. Robinson, Mr. Leslie; and Chair Laughter voting in favor. There were no votes against.***

### **7.B.2. Request to Approve Construction Contract for the Low Voltage Data/Communication System**

Director David Huish presented the results of an RFP to install a low voltage data and communication system in the Skills Center building at the White Mountain Campus with the recommended vendor being AMK Solutions who were the low bid of \$137,538.71.

*Mr. Robinson made a motion to award a construction contract as presented. Mr. Lucero seconded. **The motion carried upon a roll-call vote with Mr. Lucero, Mr. Robinson, Mr. Leslie; and Chair Laughter voting in favor. There were no votes against.***

### **7.B.3. Request to Approve Renewal of Moodle Learning Management System**

VPLSS Solomonson recommended a three-year renewal of services with eThink for the Moodle Learning Management System for a total cost of \$169,880.26.

*Mr. Lucero made a motion to approve the 3-year renewal of Moodle Learning Management System as presented. Mr. Leslie seconded. **The motion carried upon a roll-call vote with Mr. Lucero, Mr. Robinson, Mr. Leslie; and Chair Laughter voting in favor. There were no votes against.***

### **7.B.4. Request to Cancel the December Regular Meeting**



President Hazelbaker noted that there were currently no planned agenda items needing action in December and requested the Board cancel the regular meeting, with the caveat that a special meeting could still be called if needed.

*Mr. Robinson made a motion to cancel the regular District Governing Board meeting in December. Mr. Leslie seconded. The motion carried upon a roll-call vote with Mr. Lucero, Mr. Robinson, Mr. Leslie; and Chair Laughter voting in favor. There were no votes against.*

### **Agenda Item 8: President's Report**

President Hazelbaker addressed the Board and provided a report on topics including: the award of the Certificate of Achievement for Excellence in Financial Reporting received; Little Women performances at the Performing Arts Center; Eagle Club activities; The Small Business Development Center's "Peeking Into The Future" event; and progress on strategic initiatives.

Mr. Leslie asked for more information on the compensation study being completed by Gallagher and President Hazelbaker asked AVPHR Manuel to provide the most recent information.

Mr. Leslie asked for regular updates on the progress of selecting a new Enterprise Resource Planning ERP software.

### **Agenda Item 9: DGB Agenda Items and Informational Needs for Future Meetings**

Mr. Leslie asked for a report on cross training efforts related to the One-Stop Shop pilot as well as regular reports on Enrollment Management and progress on selecting a new ERP.

### **Agenda Item 10: Board Report/Summary of Current Event**

Mr. Robinson announced the upcoming Christmas concerts by the White Mountain Symphony Orchestra and High-Country Barbershop Chorus.

### **Agenda Item 11: Announcement of Next Regular Meeting**

Regular District Governing Board meeting on Tuesday, January 17, 2023 at 10 a.m.

### **Agenda Item 12: Adjournment**

*The meeting was adjourned at 12:07 p.m. upon a motion by Mr. Robinson and a second by Mr. Lucero. The motion carried upon a roll-call vote with Mr. Lucero, Mr. Robinson, Mr. Leslie; and Chair Laughter voting in favor. There were no votes against.*

Respectfully submitted,



Paul Hempsey  
Recording Secretary to the Board

Approved

