

# Navajo County Community College District Governing Board Meeting Minutes

August 16, 2022 – 10:00 a.m.  
White Mountain Campus, Ponderosa Center Symposium  
1001 W. Deuce of Clubs, Show Low, Arizona

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**Governing Board Member Present:** Mr. Elias Jouen; Mr. Frank Lucero; Mr. Everett Robinson; Mr. Derrick Leslie (Joined at 10:06 a.m.).

**Governing Board Member Absent:** Ms. Kristine Laughter.

**Others Present:** President Chato Hazelbaker; Vice President for Learning and Student Services (VPLSS) Mike Solomonson; Director of Institutional Effectiveness Judy Yip-Reyes; Interim Associate Vice President – Human Resources (AVPHR) Shenethia Manuel; Recording Secretary to the Board Paul Hempsey; Betsy Wilson; Rich Chanick; Susan Hoffman; Chris Cribbs; Socorro Ruiz; Michael Jacob; Curtis Stevens; Jodie Humphrey; Ryan Patterson; Talaina Kor; Terrie Shevat; Susan Jensen. Raeann Brittain; Ryan Jones; Melody Niesen; Cassie Dows; Pat Lopez; Rob Bass; Tamara Osborne; Katie Matott.

## **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 made a motion 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 Mr. 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***

President Hazelbaker addressed the Board and presented the monthly Financial Position report for the period to June 30<sup>th</sup>, 2022.

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

No Report.

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

No Report.



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

No Report.

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

Betsy Wilson, Director of NPC Friends and Family, addressed the Board and provided a report on recent foundation activities including the Disc Golf tournament and scholarship awards for the Fall semester. Director Wilson also mentioned how changes to the application process should assist students in applying for multiple scholarships.

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

Written Report.

Mr. Leslie asked if the college was conducting exit interviews with employees leaving the college and if there was a grasp on the reasons why we continue to lose so many employees. President Hazelbaker responded that exit interviews were completed and provided some of the known reasons for employee resignations, and what could be completed in the future to help lower the rate.

#### ***4.A.7. Construction Report***

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

Mr. Jouen asked for an update on the wayfinding signage at the Winslow campus. Director Huish noted the signs had been received and the college maintenance department would be working on a schedule to install them at each location.

#### ***4.A.8. President's Report***

President Hazelbaker addressed the Board and provided a report on topics including; the return of some students to college locations and the expectation of a strong start to the official semester; progress on the growing enrollment strategic goal, with the result of a positive enrollment trend currently; onboarding new employees; an in-person convocation for the first time in three years; phase 1 of a student services restructure; new programs NPC is pursuing; the possibility of building a facility in Kayenta.

#### ***4.B. Small Business Development Center (SBDC) Report***

Rich Chanick, Director of SBDC, addressed the Board and provided an overview of the SBDC and recent activities, before outlining some future projects and ideas.

#### ***4.C. Institutional Effectiveness Quarterly Report***

Judy Yip-Reyes, Director of Institutional Effectiveness, provided a written report for the Board and offered to answer any questions.



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

- A. June 21, 2022 Regular Board Meeting Minutes**
- B. 2022-24 TALON to Consortium Intergovernmental Agreements** between Navajo County Community College District and Blue Ridge Unified School District (USD); Holbrook USD; Hopi Jr/Sr High School; Red Mesa USD; Sanders USD; Show Low USD; and Winslow USD.
- C. 2022-24 Dual Enrollment Intergovernmental Agreement** between Navajo County Community College District and Blue Ridge USD; Holbrook USD; Hopi Jr/Sr High School; Show Low USD; Winslow USD.
- D. Intergovernmental Agreement Second Amendment** between Navajo County Community College District and Apache County.

*Mr. Lucero made a motion 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. Mr. Leslie had stepped out of the meeting.*

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

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

*None.*

### **6B. New Business**

#### **6.B.1. Request to Award Contract for Compensation Structure Analysis**

President Hazelbaker reviewed the request to award a contract for a compensation structure analysis from the results of a Request for Proposals.

Mr. Lucero asked if the company had been asked to compare the college with other similar institutions and not urban colleges that look completely different. President Hazelbaker responded that this was part of the agreement and the college would have the opportunity to point the company to institutions similar to NPC for the comparison.

*Mr. Jouen made a motion to approve the award of a contract to Gallagher Benefit Services in the amount of \$87,500.00 as presented. Mr. Leslie seconded. The motion carried upon a roll-call vote with Mr. Jouen, Mr. Lucero, Mr. Leslie, and Secretary Robinson voting in favor. There were no votes against.*

#### **6.B.2. Request to Award Contract for Remodel of the Winslow Learning Center**

Director Huish reviewed the request to award a construction contract to Edge Construction, who were the only respondents to the Request for Proposals.

Mr. Jouen asked if the signage was part of this project. Director Huish noted the signage was part of a different contract.

Mr. Lucero asked what the “owner contingency” was for. Director Huish noted he would control the amount for any unforeseen issues the contractor might find. If Director Huish thought it was necessary to complete the work he could authorize the use of the contingency. If there were no issues or he declined the work the college would keep the money.



*Mr. Jouen made a motion to approve the contract with Edge Construction for the remodel of the Winslow Learning Center in the amount of \$111,000.00 as presented. Mr. Lucero seconded. **The motion carried upon a roll-call vote with Mr. Jouen, Mr. Lucero, Mr. Leslie, and Secretary Robinson voting in favor. There were no votes against.***

### **6.B.3. Financial Aid Temporary Worker Hiring Request**

VPLSS Solomonson reviewed the request to contract with F.A. Solutions to hire two temporary Financial Aid workers to assist during a busy time for the office.

Mr. Robinson asked if the college would be paying the employees directly. President Hazelbaker responded that the college would pay F.A. Solutions who would then be responsible for paying the employees.

*Mr. Leslie made a motion to approve the contract with F.A. Solutions in the amount of \$59,385.00 as presented. Mr. Jouen seconded. **The motion carried upon a roll-call vote with Mr. Jouen, Mr. Lucero, Mr. Leslie, and Secretary Robinson voting in favor. There were no votes against.***

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

Mr. Jouen had requested an update on the wayfinding signage project earlier in the meeting and also asked for a review of the employee travel compensation procedure given the increased costs faced currently.

Mr. Robinson asked for the length of the land leases for the Whiteriver and Hopi Centers.

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

None.

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

Regular District Governing Board meeting on Tuesday, September 20, 2022 at 10 a.m.

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

*The meeting was adjourned at 11:35 a.m. upon a motion by Mr. Lucero and a second by Mr. Jouen. **The motion carried upon a roll-call vote with Mr. Jouen, Mr. Lucero, Mr. Leslie, and Secretary Robinson voting in favor. There were no votes against.***

Respectfully submitted,



Paul Hempsey  
Recording Secretary to the Board

