

# Navajo County Community College District Governing Board Meeting Minutes

January 17, 2023 – 10:00 a.m.  
Painted Desert Campus, Tiponi Community Center  
2251 East Navajo Boulevard, Holbrook, Arizona

**Governing Board Member Present:** Ms. Kristine Laughter; Mr. Elias Jouen; Mr. Frank Lucero; Mr. Everett Robinson; Mr. Derrick Leslie (Joined at 10:04 a.m.).

**Governing Board Member Absent:**

**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; Terrie Shevat; Stacy Rollins; Kathy McPherson; Donna Soseman; Olivia Jaquez; Scott Flake; Jessica Kitchens; Michael Jacobs; Lia Keenan; Wes King; Robert Johnson; Justin White; Curtis Stevens; Allison Landy; Kathy Burson; David Borofsky; Chris Green; Frank Orona; Jeremy Raisor; Josh Rogers; Katie Matott; Lorie Hendershot; Melody Niesen; Michael Broyles; Raeann Brittain; Ruth Zimmerman; Shanna Kukla; Talaina Kor; Wei Ma; Dora Jaquez.

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

Chair Laughter called the meeting to order at 10:00 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. Jouen seconded the motion. The motion carried upon a roll-call vote with Mr. Jouen, Mr. Lucero, Mr. Robinson, and Chair Laughter voting in favor. There were no votes against.*

## **Agenda Item 3: Election of Board Officers and ACCT Representatives**

*Mr. Jouen made a motion to have Board Member Laughter remain Chair for 2023. Mr. Robinson seconded. The motion carried upon a roll-call vote with Mr. Robinson, Mr. Jouen, and Mr. Lucero voting in favor. There were no votes against. Chair Laughter abstained.*

*Mr. Jouen made a motion to have Board Member Robinson remain as Secretary for 2023. Chair Laughter seconded. The motion carried upon a roll-call vote with Mr. Jouen, Mr. Lucero, and Chair Laughter voting in favor. There were no votes against. Mr. Robinson abstained.*

*Mr. Robinson made a motion to have Chair Laughter remain as the representative with the Arizona Association of Community College Trustees. Mr. Jouen seconded. The motion carried upon a roll-call vote with Mr. Jouen, Mr. Lucero, and Mr. Robinson voting in favor. There were no votes against. Chair Laughter abstained.*

Navajo County Community College District Governing Board Meeting – 01/17/2023 – Page 1 of 7



## **Northland Pioneer College**

Post Office Box 610 • Holbrook, AZ 86025 • (928) 524-7311 • Fax (928) 524-7312 • www.npc.edu

Mr. Leslie joined the meeting at 10:04 a.m.

#### **Agenda Item 4: Emeritus Service Award – Terrie Shevat**

VPAS Ellison awarded Terrie Shevat with the Administrative Emeritus award for service to the college. Terrie stated that she felt blessed to have landed a job at the college and had never worked with better people than all her colleagues at NPC.

#### **Agenda Item 5: Call for Public Comment**

None.

#### **Agenda Item 6: Discussion Items**

##### ***6.A. Standing Presentations:***

##### ***6.A.1. Financial Position***

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

Mr. Jouen noted that he had visited the Winslow Campus and the Head Start building was really taking shape.

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

No Report.

##### ***6.A.3. Faculty Association***

Welding Instructor, Wes King, addressed the Board and presented information on Welding Thunder, a competition that Northland Pioneer College NAVIT students participated in this year.

Mr. Jouen asked if any of the industry partners that attended would sponsor students at the event. Instructor King responded that no students had been sponsored for the event but many of the industry partners had donated equipment or supplies and work through NPC Friends and Family.

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

Written Report.

##### ***6.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 highlighting some of the information provided in the Board packet this month. Director Wilson also commented that Arizona Gives Day for 2023 will take place on Tuesday, April 4<sup>th</sup>.

Director Wilson clarified how students were awarded scholarships after a request for clarification from Mr. Jouen and also provided the dates that she, and others from the college, planned to visit the center locations to conduct student outreach, for Mr. Leslie.



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

Written Report.

Mr. Robinson asked for the location for open and filled positions to be included in the report. AVPHR Manuel made a note to have it included in the future.

Mr. Leslie requested an update on the compensation study. President Hazelbaker noted he would discuss the study in his report later but asked AVPHR Manuel to provide additional information.

Mr. Jouen asked if the firm hired to assist the college would be considering the demographics, other employers, and cost of living within the service area as part of the study. AVPHR Manuel and President Hazelbaker responded that the firm would indeed look at all those considerations and more.

### **6.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 when the Automotive program could be scheduled to move to the new building. Director Huish noted that faculty had requested small changes to the automotive layout which the contractor would complete first but, hoped to begin the move in the next couple of weeks. Mr. Lucero asked how long the remaining construction would take to complete. Director Huish responded that they hope to be complete by the middle of March, weather permitting.

Mr. Jouen and Mr. Robinson asked for details on the flooding at the Silver Creek Campus. Director Huish noted that he was no longer responsible for that activity and VPAS Ellison provided the information she had available on the situation.

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

Chair Laughter provided a report on the upcoming activities for AACCT, highlighting a potential retreat for all Trustees provisionally planned for April 20-22, 2023.

### **6.A.9 President's Report**

President Hazelbaker addressed the Board and provided a report on topics including: the loss of a NAVIT student over the winter break; the start of a new semester; the all-college Convocation; Strategic Initiatives at the college; the searches for a permanent Associate Vice President – Human Resources and Chief Information Officer; Spring Enrollment; and upcoming legislative activities.

Mr. Jouen asked for an explanation of the process for the college to apply for a grant that might have a matching component from the college. President Hazelbaker explained the process and noted the college was not seeking any such grants at the moment.



**6.B. Assessment of Student Knowledge Annual Report**  
Written Report.

**6.C. One-Stop Shop Cross-Training**

VPLSS Solomonson addressed the Board and provided requested information on the training received by participants in the One-Stop Shop Pilot program.

**Agenda Item 7: Consent Agenda**

- A. November 22, 2022 Regular Board Meeting Minutes
- B. November 22, 2022 Board Work Session Minutes
- C. Board Policies 1000 through 1099
- D. Program Modification – Cosmetology Associate of Applied Science (AAS), Certificate of Applied Science (CAS) and Certificate of Proficiency (CP)
- E. Program Modification – Early Childhood Studies AAS, CAS, CP, & Associate of Arts in Early Childhood (AAEC)
- F. Program Modification – General Education Associate of Arts (AA), AAEC, Associate of Arts Elementary Education (AAEE), AAS, Associate of Business (ABus), Associate of General Studies (AGS), Associate of Science (AS), & CAS

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

**Agenda Item 8: For Discussion and Possible Action**

**8.A. Old Business**

*None.*

**8.B. New Business**

**8.B.1. Request to Approve External Hearing Officers**

AVPHR Manuel requested the Board approve the list of Hearing Officers the college could call on if required, noting they had all agreed to serve and no changes had been made from last year's list.

*Mr. Robinson made a motion to approve the list of External Hearing Officers for 2023 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.*

**8.B.2. Board Member Travel for ACCT National Legislative Summit**

President Hazelbaker asked the Board to approve travel for Chair Laughter and Board Member Leslie to attend the ACCT National Legislative Summit in February 2023.

*Mr. Robinson made a motion to approve travel for Chair Laughter and Board Member Leslie to attend the ACCT National Legislative Summit as presented. Mr. Jouen seconded. The motion carried upon a roll-call vote with Mr. Jouen, Mr. Lucero, and Mr. Robinson voting in favor. There were no votes against. Mr. Leslie and Chair Laughter abstained.*



**8.B.3. Request to Approve Bachelor of Applied Science, Early Childhood Education Degree**  
Associate Dean of Educator Preparation Programs, Allison Landy, provided an update on progress toward offering Bachelor degrees at NPC and asked the Board to approve curriculum for the Bachelor of Applied Science, Early Childhood Education Degree.

*Mr. Leslie made a motion to approve the Bachelor of Applied Science Early Childhood Education degree as presented. Mr. Lucero seconded. **The motion carried upon a roll-call vote with Mr. Jouen, Mr. Lucero, Mr. Robinson, Mr. Leslie, and Chair Laughter voting in favor. There were no votes against.***

**8.B.4. Request to Extend Contract with The Registry for Interim Associate Vice President of Human Resources**

President Hazelbaker reviewed the request to extend the services of AVPHR Manuel through The Registry to May 12, 2023.

*Mr. Lucero made a motion to extend the contract with The Registry in the amount not to exceed \$67,200.00 as presented. Mr. Leslie seconded. **The motion carried upon a roll-call vote with Mr. Jouen, Mr. Lucero, Mr. Robinson, Mr. Leslie, and Chair Laughter voting in favor. There were no votes against.***

**8.B.5. Request to Accept the Financial and Single Audit Report for Fiscal Year Ended June 30, 2022**

VPAS Ellison reviewed the Annual Comprehensive Financial report for the fiscal year ended June 30, 2022 and noted the team from the state Auditor General's office was not able to join the meeting this month but would hopefully be available in either March or April to present to the Board.

Mr. Lucero asked for an estimated cost to replace the college Enterprise Resource Planning (ERP) system. President Hazelbaker noted he would expect it to cost between \$5 and \$8 million with payments starting in July of 2023. Mr. Robinson asked if it was advantageous for the college to finance the purchase with a loan. VPAS Ellison noted the advantages of a loan related to expenditure limit relief but stressed that no decision had been made and the college would look at what the best overall option would be.

Mr. Jouen and Mr. Lucero asked for more information on the audit findings related to technology. VPAS Ellison responded that the findings were similar to those in previous years and related to system access and controls. The college was making progress in these areas but each year the requirements changed a little so more work is needed. VPAS Ellison described how access is currently assigned for employees and what should happen when an employee leaves the service of the college. Mr. Jouen asked if a new ERP would take care of the issue. VPAS Ellison noted that it would likely assist but software could not solve every issue.

Chair Laughter asked if it would be important to have a new Chief Information Officer (CIO) in place for the move to a new ERP system. President Hazelbaker responded that he felt it was and



the college was on track to make that happen but, Michael Jacob, Database Administrator, would likely continue to be the lead for the college throughout the process even after a CIO was hired.

Mr. Leslie left the meeting at 12:20 p.m.

*Mr. Robinson made a motion to accept the Annual Comprehensive Financial Report for fiscal year ending June 30, 2022 as presented. Mr. Jouen seconded. **The motion carried upon a roll-call vote with Mr. Jouen, Mr. Lucero, Mr. Robinson, and Chair Laughter voting in favor. There were no votes against.***

**8.B.6. Request to Accept Additional Funds for Open Textbooks Grant**

Dean of Instructional Innovation, Wei Ma, addressed the Board and requested the Board accept additional grant funds related to the ongoing Open Textbook grant.

*Mr. Lucero made a motion to accept the additional \$126,059.76 funding for the Open Textbook grant as presented. Mr. Robinson seconded. **The motion carried upon a roll-call vote with Mr. Jouen, Mr. Lucero, Mr. Robinson, and Chair Laughter voting in favor. There were no votes against.***

**8.B.7. Request to Approve Purchase of Computer Equipment**

President Hazelbaker requested the Board approve the purchase of laptops and accessories as part of the college annual refresh cycle for equipment.

Mr. Lucero confirmed the number of laptops being purchased.

*Mr. Lucero made a motion to approve the purchase of laptop computers for the total cost of \$232,868.34 as presented. Mr. Jouen seconded. **The motion carried upon a roll-call vote with Mr. Jouen, Mr. Lucero, Mr. Robinson, and Chair Laughter voting in favor. There were no votes against.***

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

None.

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

None.

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

Regular District Governing Board meeting on Tuesday, February 21, 2023 at 10 a.m.

**Agenda Item 12: Adjournment**

*The meeting was adjourned at 12:26 p.m. upon a motion by Mr. Jouen and a second by Mr. Robinson. **The motion carried upon a roll-call vote with Mr. Lucero, Mr. Robinson, and Chair Laughter voting in favor. There were no votes against.***





Respectfully submitted,



Paul Hempsey  
Recording Secretary to the Board

Approved

