

Navajo County Community College District Governing Board Meeting Minutes

January 18, 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; Ms. Kristine Laughter.

Governing Board Member Absent: Mr. Derrick Leslie.

Others Present: President Chato Hazelbaker; Interim Vice President for Learning and Student Services (VPLSS) Mike Solomonson; Director of Institutional Effectiveness Judy Yip-Reyes; Interim Chief Human Resources Officer (CHRO) Kathy Hanson; Recording Secretary to the Board Paul Hempsey; Norvita Charleston; Betsy Wilson; Josh Rogers; David Huish; David Borofsky; Ann Hess; Rebecca Hunt; Gail Campbell; Melody Niesen; Tamara Osborne; Talaina Kor; Frank Orona; Terrie Shevat; Ashley Crocker; Robert Johnson; David Glennon; Donna Miller; Lindsey Perry; Curtis Stevens; Wei Ma; Lia Keenan; Jeremy Raisor; Ernie Hess; Matt Weber; Amber Hill.

Agenda Item 1: Call to Order and Pledge of Allegiance

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

Agenda Item 2: Adoption of Agenda

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

Agenda Item 3: Election of Board Officers and ACCT Representatives

Mr. Robinson made a motion to nominate Board Member Laughter for the position of Chair. Mr. Jouen seconded. The motion carried upon a roll-call vote with Mr. Robinson, Mr. Jouen, and Ms. Laughter voting in favor. There were no votes against. Chair Lucero abstained.

Mr. Jouen made a motion to nominate Board Member Robinson for the position of Secretary. Chair Lucero seconded. The motion carried upon a roll-call vote with Mr. Jouen, Ms. Laughter, and Chair Lucero voting in favor. There were no votes against. Mr. Robinson abstained.

Mr. Robinson made a motion to nominate Board Member Laughter for the position of representative with the Arizona Association of Community College Trustees (AACCT). Mr. Jouen seconded. The motion carried upon a roll-call vote with Mr. Robinson, Mr. Jouen, and Ms. Laughter voting in favor. There were no votes against. Mr. Lucero abstained.



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

*Mr. Robinson made a motion to close nominations for all positions. Mr. Jouen seconded. **The motion carried upon a roll-call vote with Mr. Robinson, Mr. Jouen, and Ms. Laughter voting in favor. There were no votes against. Chair Lucero abstained***

*Mr. Jouen made a motion to accept the nominees for Chair, Secretary, and AACCT representatives. Mr. Robinson seconded. **The motion carried upon a roll-call vote with Mr. Robinson, Mr. Jouen, and Ms. Laughter voting in favor. There were no votes against. Chair Lucero abstained.***

Agenda Item 4: Request to Accept the Financial Audit and Single Audit Report for Fiscal Year Ended June 30, 2021

Director of Financial Services, Amber Hill, presented the Financial Audit and Single Audit report for fiscal year ended June 30, 2021 and noted the college had received unmodified opinions for both. Director Hill thanked everyone at the college who assisted with the process and introduced the Arizona Auditor General, Lindsey Perry, and the members of the audit team, Donna Miller and Dave Glennon, who spoke to the Board, reviewed their findings, and offered to answer questions.

Mr. Robinson asked about the finding that the college does not have a certain Board policy in place and whether the recommendation was for the Board to create them. Mr. Glennon noted that the district was required to report whether they had the policies listed, with the college reporting that they do not, but the Board could move forward with the creation of each policy if they felt it was necessary. Mr. Glennon noted the Auditor General's office may be able to provide some direction for the policies if needed.

Board members thanked the Auditor General and her staff along with recognizing the college employees who worked on the audit process.

*Mr. Jouen made a motion to accept the Financial Audit and accompanying Single Audit Reports for fiscal year ended June 30, 2021, as presented. Mr. Robinson seconded. **The motion carried upon a roll-call vote with Mr. Robinson, Mr. Jouen, Mr. Lucero, and Chair Laughter voting in favor. There were no votes against. Mr. Lucero abstained.***

Agenda Item 5: Call for Public Comment

None.



Agenda Item 6: Discussion Items

6.A. Standing Presentations:

6.A.1. Financial Position

Director Hill presented the monthly Financial Position report noting the college had received slightly more property tax revenue than previous years at this time.

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

Written Report.

6.A.3. Faculty Association

Written Report.

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

No Report.

6.A.5. NPC Friends and Family

Director Wilson addressed the Board and provided a report of recent Friends and Family activities highlighting the scholarships awarded for the Spring Semester and expansion of the AndyVon transportation scholarship.

6.A.6. Human Resources

Written Report.

6.A.7. Construction Report

Director of Facilities and Vehicles, David Huish, provided a report on the construction progress at both the White Mountain Campus and Little Colorado Campus (LCC).

Director Huish provided answers to Mr. Lucero's questions on the build schedule, bringing utilities in and pouring the concrete pads.

6.A.8. President's Report

President Hazelbaker addressed the Board and provided a report which included details of the flooding at the Silver Creek Campus, updates on the open positions on the President's Cabinet, the All Arizona Academic team winners and luncheon event, and college strategic initiatives.

Mr. Jouen commented that a compensation study can lead to hard feelings and finger pointing unless dealt with by a third party, though those can be expensive. President Hazelbaker responded with the process he expected Interim CHRO Hanson would be following but noted the possibility of using a third party is an option.

Mr. Jouen asked if the college had a merit increase policy for employees. President Hazelbaker noted the college did not but it would be something to look at for the future.



Agenda Item 7: Consent Agenda

A. November 16, 2021 Board Meeting Minutes

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

Agenda Item 8: For Discussion and Possible Action

8A. Old Business

None.

8B. New Business

8.B.1. Request to Award Contract for Design of LCC Remodel & Expansion

Director Huish returned to present the request to award a contract for the design work to remodel and expand parking at the Little Colorado Campus (LCC) in Winslow.

Mr. Robinson asked if the student lounge at LCC would remain in the multi-purpose building. Director Huish responded that there were no plans to move it currently.

Mr. Robinson made a motion to award a contract to SPS+ Architects for the design and remodel of the Learning Center and expansion of the car park at the Winslow campus for a total of \$83,660.00 as presented. Mr. Jouen seconded. The motion carried upon a roll-call vote with Mr. Robinson, Mr. Jouen, Mr. Lucero, and Chair Laughter voting in favor. There were no votes against.

8.B.2. Recommendation to Approve Purchase of Building Signs

President Hazelbaker presented the request to purchase wayfinding signs for the four college campuses and noted that \$150,000.00 had been budgeted for the project and therefore the remaining \$7202.32 would come from contingency funds.

Mr. Lucero clarified with Director Huish that college employees would collect the signs from the vendor and complete installment at each campus.

Mr. Robinson noted that signage would also be needed for the new Skills Center building. Director Huish noted that it was not covered in the current agreement, nor were they included in the contractor's agreement as the college would need to assess where the best location for the signs would be and then come back to the Board with a new request if needed.

Director Huish and Director of Marketing and Public Relations, Ann Hess, provided details on other potential signage that may be placed at college locations, after construction projects and associated department moves were completed in the future.

Mr. Jouen made a motion to approve purchase of 30 building signs from Summit West Signs for the amount of \$157,202.32 including taxes, as presented. Mr. Robinson seconded. The motion



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

8.B.3. Recommendation to Approve NACOG Lease, Educational Agreement, and Building Name

VPLSS Solomonson addressed the Board and presented the request to approve a lease and educational agreement with the Northern Arizona Council of Governments (NACOG) Head Start program for the new building at the Winslow campus, as well as naming the facility the Clear Creek Building at NPC.

*Mr. Jouen made a motion to approve the lease with NACOG in the amount of \$500 per month, accept the recommendation to name the facility the Clear Creek Building at NPC, and to enter in to an Educational Agreement to allow NACOG to collaborate with NPC for educational programs. Mr. Robinson seconded. **The motion carried upon a roll-call vote with Mr. Robinson, Mr. Jouen, Mr. Lucero, and Chair Laughter voting in favor. There were no votes against.***

8.B.4. Board Member Travel for ACCT National Legislative Summit

President Hazelbaker noted the importance and value for Board Members to attend National Conferences and recommended approval for Board Member Leslie to attend the Association of Community College Trustees National Legislative Summit as required by Board Policy.

*Mr. Robinson made a motion to authorize the travel expenses for Board member Leslie to attend the Association of Community College Trustees National Legislative Summit in Washington, D.C. Mr. Jouen seconded. **The motion carried upon a roll-call vote with Mr. Robinson, Mr. Jouen, Mr. Lucero, and Chair Laughter voting in favor. There were no votes against.***

8.B.5. Recommendation to Approve Contract with TargetX & Salesforce

President Hazelbaker reviewed the results of a college issued Request for Proposal (RFP) for a Customer Relations Management (CRM) system while explaining what a CRM does and how it would help the college.

Director Hess explained why the RFP review committee chose TargetX above the other proposals.

*Mr. Jouen made a motion to approve the contract with TargetX and Salesforce for a five-year term totaling \$412,173.57, as presented. Mr. Robinson seconded. **The motion carried upon a roll-call vote with Mr. Robinson, Mr. Jouen, Mr. Lucero, and Chair Laughter voting in favor. There were no votes against.***

8.B.6. Request to Approve Contract for Internet Services

President Hazelbaker presented the request to approve to contract with Cellular One of North East Arizona to supply internet services to the Northeast Arizona Training Center and Holbrook Campus, noting the large increase in speed associated with the contract.



*Mr. Jouen made a motion to award a contract to Smith Bagley Inc. dba Cellular One of North East Arizona to supply internet services to the Northeast Arizona Training Center and Holbrook campus for a total cost of \$514,000.00 over a five-year period. Mr. Robinson seconded. **The motion carried upon a roll-call vote with Mr. Robinson, Mr. Jouen, Mr. Lucero, 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

Mr. Robinson mentioned the current redistricting effort ongoing in Navajo County and the committee's request for input from the public.

Agenda Item 11: Announcement of Next Regular Meeting

Regular District Governing Board meeting on Tuesday, February 15, 2022 at 10 a.m.

Agenda Item 12: Adjournment

*The meeting was adjourned at 12:08 p.m. upon a motion by Mr. Robinson and a second by Mr. Jouen. **The motion carried upon a roll-call vote with Mr. Robinson, Mr. Jouen, Mr. Lucero, and Chair Laughter voting in favor. There were no votes against.***

Respectfully submitted,



Paul Hempsey
Recording Secretary to the Board

