

Navajo County Community College District Governing Board Meeting Minutes

October 19, 2021 – 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; Mr. Derrick Leslie.

Governing Board Member Present by Phone:

Governing Board Member Absent:

Staff Present: President Chato Hazelbaker; Vice President for Administrative Services (VPAS) Maderia Ellison; Chief Information Officer (CIO) Scott Estes; Director of Institutional Effectiveness Judy Yip-Reyes; Interim Chief Human Resources Officer (CHRO) Kathy Hanson; Recording Secretary to the Board Paul Hempsey.

Others Present: Norvita Charleston; Matt Weber; Terrie Shevat; Annyssa Howerton; Richard Strickland; Amber Hill; Allison Landy; Alexander Henderson; Ann Hess; Colleen Readle; Gail Campbell; Josh Rogers; Magda Gluszek; Marletha Baloo; Melody Niesen; Michael Broyles; Michelle Prentice; Rebecca Hunt; Robert Johnson; Ryan Jones; Ryan Orr; Sandy Manor; Susan Hoffman; Tamara Osborne; Wei Ma; Diane Joe; Ruth Zimmerman; Inez Schaechterle; Lauren Maestas.

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. Ms. Laughter 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: 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, noting the budget adjustments approved by the Board last month were shown in red.



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

No Report.

4.A.3. Faculty Association

Ryan Jones, Faculty in English, addressed the Board and noted the faculty confidence in the newest members of the college administration, Dr. Mike Solomonson as Interim Vice President for Learning and Student Services and Dr. Chato Hazelbaker as President.

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

Ryan Orr, President of CASO, addressed the Board and presented an update from CASO before highlighting Early College Programs at the college and staff within the department.

4.A.5. NPC Friends and Family

Written Report

4.A.6. Human Resources

Written Report.

Dr. Hazelbaker asked Interim Chief Human Resources Officer (CHRO), Kathy Hanson, to introduce herself to the Board.

Ms. Laughter asked whether the Community Recruiter North position, which she believes serves the Navajo Nation, was based on tribal land had been required to follow the preferred hiring process. President Hazelbaker responded that he did not have the information but would provide it at a later time.

Mr. Leslie welcomed CHRO Hanson to the college and noted he looked forward to hearing more from her on making Human Resources a better experience for all college employees.

4.A.7. Construction Report

Richard Strickland provided a verbal report on the White Mountain Campus construction projects, providing additional timeline information on the Skills Center at the request of Chair Lucero.

4.A.8. President's Report

President Hazelbaker addressed the Board and provided an initial enrollment report, noting that a full report was regularly provided to the Board in November. The report will also contain some of the ideas for increasing enrollment moving forward.

President Hazelbaker informed the Board that the search for a permanent CHRO would soon reopen but, the college expects to list the position as an Associate Vice President. The name change does not change anything the Board had mentioned was important for this position but will communicate the need for the person to be more hands on within the office.



President Hazelbaker informed the Board that the Community College Presidents would meet to finalize the legislative agenda for next year and he would get the talking points to Board Members as soon as possible in case they receive questions.

President Hazelbaker thanked Ms. Laughter and Mr. Jouen for attending the Association of Community College Trustees (ACCT) Leadership Congress and reported on his takeaways from the conference. President Hazelbaker also noted that registration for the Higher Learning Commission Annual Conference was open and if any Board member would like information or to attend to please let him know.

Mr. Leslie asked if the ACCT conference provided any updates on the simplified FAFSA (Free Application for Federal Student Aid) process or Pell Grants. President Hazelbaker provided the information he had learned while at the conference.

4.B. Student Success Alliance Report:

Melody Niesen, Co-Chair of the Student Success Alliance (SSA), addressed the Board and provided a history of the group and projects they had worked on. Ryan Jones, Co-Chair of SSA, provided a report from the Community College Research Center Summer Institute that employees participated in, along with some key takeaways before Melody provided additional information regarding the Ask, Connect, Inspire, Plan framework. Ryan concluded the report with goals for the academic year to move the college forward and help students realize their goals.

Ms. Laughter thanked Melody and Ryan for their report and mentioned how pleased she was to hear about everything the Student Success Alliance was doing, noting core support for students was a theme she heard at the ACCT conference.

4.C. Office of Accessibility and Inclusion (OAI) Services:

Sandy Manor, OAI Coordinator, addressed the Board and provided an overview of services offered through the Office of Accessibility and Inclusion.

Ms. Laughter asked where students would go for their mental health issues, where they can find information on the Meta-telehealth, and how a student gets started. Coordinator Manor noted students were sent information on Meta multiple times during the semester and the first step to take advantage of the service would be to download the Meta app and register. They can then select the services they are interested in, including the mental health professional to begin any dialogue.

4.D. NPC Component Unit Financial Audit NPC Friends and Family 2020-21:

Amber Hill, Director of Financial Services, addressed the Board and provided the results and highlights from the financial audit of Friends and Family.

4.E. NPC Component Unit Financial Audit Northeast Arizona Training Center (NATC) 2020-21:

Amber Hill covered the audit report for NATC noting it was also a clean report.



4.F. Review of Fiscal Year 23 Budget Assumptions and Guidelines:

Lauren Maestas, Director of Budget and Payroll, filled in for VPAS Ellison and presented a first read of the budget assumptions and guidelines for the next fiscal year. Director Maestas noted that the Board would see an action item next month requesting approval.

4.G. Key Result Indicators:

President Hazelbaker showed the current framework for the 2021-2024 Strategic Plan and the approved Strategic Goal Areas before presenting information on potential Key Result Indicators.

Chair Lucero asked what the graduation rate at the college was. President Hazelbaker noted he did not have the information readily available, but would provide it as soon as he could retrieve it.

Mr. Leslie thanked President Hazelbaker for the presentation and noted he would look forward to conversations to improve the overall student experience with the college.

Agenda Item 5: Consent Agenda

- A. **September 21, 2021 Board Meeting Minutes**
- B. **September 28, 2021 Board Retreat Minutes**
- C. **Policy 1102 - Equal Opportunity, Harassment and Nondiscrimination**
- D. **2020-22 Dual Enrollment Intergovernmental Agreements** between Navajo County Community College District and Show Low USD.
- E. **2021-22 TALON Intergovernmental Agreements** between Navajo County Community College District and Joseph City USD; Sanders USD; Sequoia Village School; Shonto Preparatory School.

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

Agenda Item 6: For Discussion and Possible Action

6A. Old Business

6.A.1. Request to Re-approve Purchase of SMART Board Displays with Mounts

CIO Estes addressed the Board and presented the revised request to purchase SMART Board displays and mounts noting the error in the original quote.

Mr. Jouen made a motion to approve the purchase of SMART Boards and accessories for the revised cost of \$71,472.26, which is an increase of \$2,404.02, as presented. Mr. Robinson seconded.

Mr. Leslie asked if this action was replacing, or amending, the previous action on this request. Chair Lucero noted it was amending the purchase amount.

Mr. Jouen and Chair Lucero discussed the possibility, benefits, and challenges of adding a contingency into purchase requests to allow staff to move forward without delay if this type of



situation arose in the future. President Hazelbaker offered to pull the language in the Board policy for discussion at another meeting.

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

6B. New Business

6.B.1. Request to Accept Open Textbook Grant

Dr. Wei Ma, Dean of Innovation, addressed the Board and recommended the Board accept funds from the Open Textbooks for Rural Arizona Grant awarded through the US Department of Education in the amount of \$101,898.00.

Mr. Leslie made a motion to accept the Open Textbooks for Rural Arizona Grant awarded through the US Department of Education in the amount of \$101,898.00 as presented. Mr. Robinson seconded. The motion carried upon a roll-call vote with Mr. Robinson, Mr. Jouen, Ms. Laughter, Mr. Leslie, and Chair Lucero voting in favor. There were no votes against.

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

Chair Lucero noted the request from Mr. Jouen for a look at the Procurement Policy. Mr. Jouen asked for an update on potential construction at the Winslow Campus in November.

Agenda Item 8: Board Report/Summary of Current Event

Ms. Laughter and Mr. Jouen reported on their attendance at the Association of Community College Trustees Leadership Congress last week.

Agenda Item 9: Announcement of Next Regular Meeting

Regular District Governing Board meeting on Tuesday, November 16, 2021 at 10 a.m.

Agenda Item 10: Adjournment

The meeting was adjourned at 12:26 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, Ms. Laughter, and Chair Lucero voting in favor. There were no votes against.

Respectfully submitted,



Paul Hempsey
Recording Secretary to the Board

