

# Navajo County Community College District Governing Board Meeting Minutes

September 20, 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 10:08 a.m.).

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

**Others Present:** President Chato Hazelbaker; Vice President for Administrative Services (VPAS) Maderia Ellison; Director of Institutional Effectiveness Judy Yip-Reyes; Interim Associate Vice-President – Human Resources (AVPHR) Shenethia Manuel; Recording Secretary to the Board Paul Hempsey; Norvita Charleston; Betsy Wilson; David Huish; Nicole Ulibarri; Victor Love; Anne Lang; Bobbi Sample; Jaime Parker; Justin White; Larry Robertson; Lia Keenan; Melody Niesen; Michael Jacob; Michael Broyles; Raeann Brittain; Robert Johnson; Ruth Zimmerman; Talaina Kor; Tamara Osborne; Terrie Shevat; Wei Ma; Jeremy Raisor; Katie Matott; Rebecca Hunt; Olivia 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. Lucero made a motion to adopt the agenda as presented. Mr. Robinson 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: Discussion Items**

### **4.A. Standing Presentations:**

#### **4.A.1. Financial Position**

VPAS Ellison addressed the Board and presented the monthly Financial Position report for the period to July 31<sup>st</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. 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 and preparation for the Pedal the Petrified event in October.

Mr. Leslie joined the meeting at 10:08 a.m.

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

Written Report.

Mr. Lucero asked why the Associate Vice President – Human Resources was no longer listed. President Hazelbaker responded that there were currently no viable applicants and a Request for Proposals (RFP) would be issued for a search firm to assist with the ongoing process.

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

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

Board Member Robinson asked if the parking lot project at the Winslow Campus was separate from the current projects. Director Huish responded that it was and the initial bids for the work came in well over the budgeted amount so the college was re-evaluating the budget and timing for the project.

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

Chair Laughter provided an update of activities from AACCT highlighting the recent gathering in Flagstaff with college presidents.

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

President Hazelbaker addressed the Board and provided a report on topics including; ongoing issues in hiring for executive positions; pandemic related learning losses, current enrollment numbers, progress on strategic initiatives, and the award of a Title III grant.

Mr. Lucero asked if a special meeting of the Board could be arranged, should the cost for a firm to assist with the search for an Associate Vice-President of Human Resources and Chief Information Officer exceed \$50,000.00, so the process could move forward faster. President Hazelbaker responded that he would be happy to work with Chair Laughter to potentially schedule a special meeting if needed.

Mr. Leslie asked if the college was considering building or buying housing for employee use, noting his reluctance to move either option forward, and asked for more details on the teacherage law referenced in President Hazelbaker's response.



Chair Laughter asked where candidates were looking for housing in the district and President Hazelbaker responded that candidates appeared open to living in any part of the county, with one even looking in Flagstaff, but all struggled to find options anywhere.

Mr. Lucero asked if the college was looking at popular programs at other colleges in the state to see if there might be a need within the service area and therefore an opportunity to increase enrollment. President Hazelbaker noted that is something the college had started to do and would continue to look at all options.

Mr. Lucero asked whether NPC would purchase a new Enterprise Resource Planning system with Cochise College. President Hazelbaker responded that the RFP will be written asking for bids for a multiple college purchase. If multiple colleges chose the same software the initial purchase may not see much financial benefit for NPC but savings could likely be realized by sharing services between colleges moving forward.

#### ***4.B. Compensation Study***

AVPHR Manuel introduced Larry Robertson from Gallagher Benefit Services who provided details on the compensation study underway.

#### ***4.C. Assessment of Student Knowledge Annual Report***

Written Report.

#### ***4.D. Board Self-Evaluation Process***

President Hazelbaker reviewed the process for the Board to complete a self-evaluation providing the expected timeline.

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

- A. August 16, 2022 Regular Board Meeting Minutes**
- B. 2022-24 TALON to Consortium Intergovernmental Agreements** between Navajo County Community College District and Ganado Unified School District (USD); Shonto Preparatory School; St. Johns USD.
- C. 2022-24 Concurrent Enrollment Agreement Agreements** between Navajo County Community College District and EdKey, Inc. - Sequoia Village School
- D. 2022-24 Dual Enrollment Intergovernmental Agreement** between Navajo County Community College District and St. Johns USD.

*Mr. Robinson made a motion to approve the consent agenda as presented. Mr. Lucero 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 6: For Discussion and Possible Action**

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

*None.*



## **6B. New Business**

### **6.B.1. Request to Approve Annual SMARTnet Renewal**

President Hazelbaker reviewed the recommendation to renew SMARTnet services for an additional year at a cost of \$215,091.77.

Mr. Lucero asked if there was possibility for a five-year agreement in the future. President Hazelbaker noted he could not answer that at the moment but would find out.

*Mr. Lucero made a motion to approve the renewal of SMARTnet services at a cost of \$215,097.77. Mr. Robinson seconded. The motion carried upon a roll-call vote with Mr. Lucero, Mr. Robinson, Mr. Leslie, and Chair Laughter voting in favor.*

### **6.B.2. Request to Approve Construction Contract for the 8th Avenue Sidewalk**

VPAS Ellison reviewed the request to award a contract to Navapache Construction to construct a sidewalk along 8<sup>th</sup> Avenue beside the Show Low Campus. VPAS Ellison noted that Navapache Construction was the only bidder for the contract and Director Huish had been working closely with them to reduce their initial bid, which was above the amount budgeted by the college. The request was being rounded to \$243,000.00 as Board Member Jouen had suggested at a previous meeting.

Mr. Lucero asked if a Board Policy on rounding purchases had been adopted as he remained opposed to idea. President Hazelbaker responded that there was no policy or procedure on rounding and would look in to whether one was required.

*Mr. Lucero made a motion to approve the construction in the amount of \$242,561.65. With no second the motion was not considered.*

*Mr. Robinson made a motion to approve a contract with Navapache Construction for the 8<sup>th</sup> Avenue sidewalk at \$243,000.00. Mr. Leslie seconded. The motion carried upon a roll-call vote with Mr. Robinson, Mr. Leslie, and Chair Laughter voting in favor. Mr. Lucero voted against.*

### **6.B.3. Request to Approve 2023-24 Budget Development Calendar**

VPAS Ellison reviewed the recommended 2023-24 budget development calendar noting changes from previous years.

*Mr. Robinson made a motion to adopt the 2023-24 Budget Development Calendar 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.*

### **6.B.4. Request to Approve Fiscal Year 2023 Revised Budget**

VPAS Ellison reviewed the revised budget for fiscal year 2023 noting the changes from the previously approved budget.



*Mr. Lucero made a motion to approve the budget as presented. Mr. Robinson 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 7: DGB Agenda Items and Informational Needs for Future Meetings**

Mr. Lucero asked for the actual amount spent on the 8<sup>th</sup> Avenue Sidewalk project to be reported at the meeting after completion.

Chair Laughter asked for a report on Diversity, Equity, and Inclusion work going on at the college.

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

Mr. Lucero reported on the successful Navajo County Fair.

Mr. Robinson noted the White Mountain Symphony Orchestra had upcoming concerts over the next week and would include musicians from area high schools

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

Regular District Governing Board meeting on Tuesday, October 18, 2022 at 10 a.m.

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

*The meeting was adjourned at 11:34 a.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

