

# Navajo County Community College District Governing Board Meeting Minutes

September 21, 2021 – 10:00 a.m.  
Painted Desert Campus, Tiponi Community Center  
2251 East Navajo Boulevard, Holbrook, Arizona

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**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; Interim Vice President for Learning and Student Services (VPLSS) Mike Solomonson; Vice President for Administrative Services (VPAS) Maderia Ellison; Chief Information Officer (CIO) Scott Estes; Director of Institutional Effectiveness Judy Yip-Reyes; Recording Secretary to the Board Paul Hempsey.

**Others Present:** Norvita Charleston; Annyssa Howerton; Terrie Shevat; Rickey Jackson; Nicole Ulibarri; Betsy Wilson; Allison Landy; Michael Broyles; Matt Weber; Richard Strickland; Ryan Orr; Amelinda Webb; Ann Hess; April Horne; Colleen Readell; Rebecca Hunt; Curtis Stevens; Ernie Hess; Gary Santillanes; Jeremy Raisor; Lauren Maestas; Marletha Baloo; Melody Niesen; Robert Johnson; Ruth Zimmerman; Tamara Osborne; Wei Ma; David Borofsky.

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

Chair Lucero called the meeting to order at 10:00 a.m. and asked Mr. Robinson to lead 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: 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 Board would see a budget adjustment request later in the meeting due to an increase in state appropriations.



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

Written Report.

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

Dr. Michael Broyles, Curriculum Coordinator, addressed the Board and presented a brief update from Faculty Association before providing an overview of the curriculum development process at the college.

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

Ryan Orr, President of CASO, addressed the Board and presented a report highlighting the Records and Registration Office.

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

Director Wilson addressed the Board and provided a report of recent Friends and Family activities highlighting recent recipients of the Claude Enfield Early Childhood Development Scholarship and Mary Kay Smith Lindy Nursing Scholarship.

Chair Lucero asked whether donations to the Foundation received a one-to-one tax credit during tax season. Director Wilson responded that they did not and explained the reasons why. Chair Lucero commented that other schools were able to do this, to which Director Wilson responded that they were likely able to collect information through the free and reduced lunch program to satisfy the data requirements.

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

Written Report.

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

Richard Strickland provided a verbal report on the White Mountain Campus construction projects.

Mr. Jouen asked why the contracts, mentioned by Mr. Strickland, were being negotiated after the Board accepted the Request for Proposal recommendation. VPAS Ellison responded with information on why AIA documents were being negotiated with the vendor. Mr. Jouen asked if legal counsel was reviewing the contracts to which VPAS Ellison responded that they had gone through legal review multiple times thus far.

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

President Hazelbaker addressed the Board and reported on the current enrollment data from the college noting that a comprehensive report was planned for the October meeting. President Hazelbaker informed the Board of the ongoing efforts towards the college strategic goals highlighting the work of the guided pathways group.

President Hazelbaker updated the Board on the continued challenges with COVID-19 and the ongoing legal battles that will impact college operations.



President Hazelbaker praised the work of Rich Chanick and the Small Business Development Center (SBDC) employees and noted the help he was receiving to make connections with the communities the college serves. President Hazelbaker described his participation with a group looking at revising the Joseph City area after the closure of the power plant and has been invited to similar meetings in Apache County as they face similar issues.

President Hazelbaker closed with a report on the Chief Human Resources Officer position at the college and his hope to have more information at the retreat next week.

Ms. Laughter noted she would like to continue to receive information on the program mapping as it was developed. She also wondered if information could be provided from the Office of Accessibility and Inclusion.

Ms. Laughter thanked Rich Chanick and the SBDC employees for their work and hoped to see some of their services in the Kayenta Center in the future.

President Hazelbaker offered to include an agenda item at a future meeting so the Office of Accessibility and Inclusion could provide a report.

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

- A. **August 20, 2021 Board Meeting Minutes**
- B. **Northeast Arizona Law Enforcement Training Academy Intergovernmental Agreements** between Navajo County Community College District and City of Show Low; City of Snowflake; White Mountain Apache Tribe Police Department.
- C. **2020-22 Dual Enrollment Intergovernmental Agreements** between Navajo County Community College District and Blue Ridge USD; Holbrook USD; Joseph City USD; Round Valley USD; St. Johns USD; Window Rock USD; Winslow USD.
- D. **2021-22 TALON Intergovernmental Agreements** between Navajo County Community College District and St. Johns USD.

Mr. Jouen asked for item B to be removed. Mr. Robinson asked for item C to be removed.

*Mr. Robinson moved to approve items A and D from 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, and Chair Lucero voting in favor. There were no votes against.*

**5.B. Northeast Arizona Law Enforcement Training Academy Intergovernmental Agreements between Navajo County Community College District and City of Show Low; City of Snowflake; White Mountain Apache Tribe Police Department.**

Mr. Jouen asked if the Intergovernmental Agreements (IGAs) were annual renewals and whether the City of Winslow participated with the law enforcement academy. Recording Secretary to the Board responded that the agreements were multi-year and Winslow did participate.

*Mr. Jouen moved to approve item B from the Consent Agenda as presented. Mr. Robinson 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.*



**5.C. 2020-22 Dual Enrollment Intergovernmental Agreements between Navajo County Community College District and Blue Ridge USD; Holbrook USD; Joseph City USD; Round Valley USD; St. Johns USD; Window Rock USD; Winslow USD.**

Mr. Robinson noted that the tuition amount on the IGAs was incorrect and showed last year's rate. Recording Secretary to the Board pointed out that the IGAs were multi-year, beginning in the 2020 Academic year, which is why the rate shown may look incorrect. Amendments would be completed to update the information for a new year but a new IGA would not be required.

*Mr. Robinson moved to approve item C from 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 Adjust Funding for Ad Astra Course Scheduling Software**

Dr. Wei Ma, Dean of Instructional Innovation, addressed the Board and presented the request to change the funding source for Ad Astra scheduling software for years 2-5 of the agreement.

*Mr. Jouen made a motion to approve the change in funding source 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.***

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

#### **6.B.1. Request to Approve Fiscal Year 2022 Revised Budget**

VPAS Ellison reviewed the request to approve a revised budget to account for the additional state appropriations received.

*Mr. Jouen made a motion to approve the fiscal year 2022 revised budget as presented. Mr. Leslie 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.***

#### **6.B.2. Request to Approve 2022-23 Budget Development Calendar**

VPAS Ellison reviewed the 2022-23 budget development calendar highlighting key dates and changes made from last year's approved calendar.

*Mr. Jouen made a motion to approve the 2022-23 budget development calendar 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.***

#### **6.B.3. Request to Approve Annual SMARTnet renewal for 21/22**

CIO Estes addressed the Board and presented the request to approve an annual renewal of SMARTnet noting this was a sole source purchase due to the integral part it plays in college infrastructure.



Mr. Jouen and Mr. Robinson noted that the way the information was provided in the packet was very confusing and asked staff to work on making it clearer.

*Mr. Jouen made a motion to approve the renewal of SMARTnet for a total cost of \$214,483.41 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.***

#### **6.B.4. Request to Approve Purchase of Cisco Meraki Security Cameras**

CIO Estes reviewed the request to purchase security cameras to update and improve current equipment and provide additional coverage at many locations.

Chair Lucero asked how long recordings were kept. CIO Estes noted the college could choose the length of time recordings would be stored but would be initially saving them for one week, unless a need was identified to keep any for a longer period.

Mr. Jouen asked if the licensing would need to be approved by the Board every year. CIO Estes responded that the licensing requested was for a one-year period and depending on the college's desire to renew and the renewal amount the Board may be asked to approve in subsequent years.

*Mr. Robinson made a motion to approve the purchase of Cisco cameras from CDW-G for a total amount of \$438,090.44 using CARES funding as presented. Mr. Leslie 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**

Mr. Robinson noted that draft changes suggested to the Arizona Association of Community College Trustees (AACCT) bylaws may mean the Board need to change their alternate appointed to attend meetings.

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

Chair Lucero reported on the AACCT meeting he recently attended and what other colleges were looking at to improve enrollment and help their communities. Courses such as CDL training and HVAC technician training may be of interest for the college to investigate. Chair Lucero also suggested the Winslow area was being underserved by the college, particularly in the Nursing area.

Ms. Laughter asked for information on Early College relationships with area school districts.

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

Regular District Governing Board meeting on Tuesday, October 19, 2021 at 10 a.m.



**Agenda Item 10: Adjournment**

*The meeting was adjourned at 11:35 a.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

Approved

