

# Navajo County Community College District Governing Board Meeting Minutes

April 19, 2022 – 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. Everett Robinson; Ms. Kristine Laughter; Mr. Derrick Leslie.

**Governing Board Member Absent:** Mr. Elias Jouen; Mr. Frank Lucero.

**Others Present:** President Chato Hazelbaker; Vice President for Learning and Student Services (VPLSS) Mike Solomonson; Vice President for Administrative Services (VPAS) Maderia Ellison; Director of Institutional Effectiveness Judy Yip-Reyes; Recording Secretary to the Board Paul Hempsey; Norvita Charleston; Rickey Jackson; Victor Love; Gail Campbell; Nicole Ulibarri; Josh Rogers; Rebecca Hunt; Betsy Wilson; David Huish.

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

Chair Laughter called the meeting to order at 10:11 a.m. and led the Pledge of Allegiance.

## **Agenda Item 2: Adoption of Agenda**

*Mr. Robinson made a motion to adopt an amended agenda with items 4.C., 4.D. and all items under 6.B. to immediately follow the Call to Public. Mr. Leslie seconded the motion. **The motion carried upon a roll-call vote with Mr. Robinson, Mr. Leslie, and Chair Laughter voting in favor. There were no votes against.***

## **Agenda Item 3: Call for Public Comment**

None.

### ***4.C. Primary Property Tax Levy & Rate***

VPAS Ellison addressed the Board and provided information on three potential options available to the Board on the Primary Property Tax rate and how they would affect the levy amount. VPAS Ellison noted that staff were recommending Option 2 to keep the rate the same as the current year.

### ***4.D. 2022-23 Introductory Budget Analysis***

VPAS Ellison provided a review of the Introductory Budget Analysis noting that no changes had been made to the information that was presented in the March meeting

Mr. Robinson asked VPAS Ellison about the potential additional grant funds that could be received if House Bill 2691 passed and whether there was sufficient allocation within the budget should funds be available. VPAS Ellison provided the information on where potential grant funds were currently included in the budget calculations.



## **6B. New Business**

### **6.B.1. 2022-2023 Late Registration Fee**

VPAS Ellison invited Director of Student Services, Josh Rogers, to present the information on removing the late registration fee from the approved fee schedule.

*Mr. Robinson made a motion to eliminate the Late Registration Fees effective for Fall 2022. Mr. Leslie seconded. The motion carried upon a roll-call vote with Mr. Robinson, Mr. Leslie, and Chair Laughter voting in favor. There were no votes against.*

### **6.B.2. 2022-23 Salary & Wage Recommendation**

VPAS Ellison reviewed the recommended Salary and Wage information for 2022-23.

*Mr. Robinson made a motion to approve the Salary and Wage recommendation of a 5% increase for all eligible employees as presented. Mr. Leslie seconded. The motion carried upon a roll-call vote with Mr. Robinson, Mr. Leslie, and Chair Laughter voting in favor. There were no votes against.*

### **6.B.3. Request to Approve 2022-23 Preliminary Budget**

VPAS Ellison noted the information from agenda item 4.D. was now presented in the required format for the state and to advertise to local constituents.

*Mr. Robinson made a motion to approve the 2022-23 Preliminary budget using option 2 as presented. Mr. Leslie seconded. The motion carried upon a roll-call vote with Mr. Robinson, Mr. Leslie, and Chair Laughter voting in favor. There were no votes against.*

### **6.B.4. Request to Approve 2023-2025 Preliminary Capital Budget**

VPAS Ellison reviewed the recommended capital budget for 2023-2025 noting that only the first year is included in the item just approved by the Board and the additional two years were current estimates that would likely change.

*Mr. Robinson made a motion to approve the 2023-2025 Preliminary Capital Budget as presented. Mr. Leslie seconded. The motion carried upon a roll-call vote with Mr. Robinson, Mr. Leslie, and Chair Laughter voting in favor. There were no votes against.*

### **6.B.5. Approve Academic Calendar**

Dean of Instructional Innovation, Dr. Wei Ma, addressed the Board and presented the 2024-2025 Academic Calendar for approval.

*Mr. Robinson made a motion to approve the 2024-2025 Academic Calendar as presented. Mr. Leslie seconded. The motion carried upon a roll-call vote with Mr. Robinson, Mr. Leslie, and Chair Laughter voting in favor. There were no votes against.*

### **6.B.6. Request to Approve Purchase of Childbirth Simulator for Paramedicine/EMT**

Dean Ma then presented the request to purchase a Childbirth Simulator for the Paramedicine and EMT programs.



*Mr. Robinson made a motion to approve the purchase of a high-fidelity Childbirth Simulator from Laerdal at a cost of \$55,176.01 utilizing monies from the Perkins Grant. Mr. Leslie seconded. **The motion carried upon a roll-call vote with Mr. Robinson, Mr. Leslie, and Chair Laughter voting in favor. There were no votes against.***

**6.B.7. Request to Approve Purchase of Security Enterprise Agreement**

President Hazelbaker addressed the Board and presented the request to enter into a three-year Security Enterprise Agreement with Hye Tech Network & Security noting this would provide the backbone to the college's internet security.

*Mr. Robinson made a motion to approve the purchase of a Security Enterprise Agreement with Hye Tech Network & Security for a three-year term at a cost of \$320,874.40 as presented. Mr. Leslie seconded. **The motion carried upon a roll-call vote with Mr. Robinson, Mr. Leslie, and Chair Laughter voting in favor. There were no votes against.***

**6.B.8. Request for Additional Budget for Winslow Head Start Building**

VPAS Ellison invited Director of Facilities and Vehicles, David Huish, to provide information on why additional funding was requested for the installation of a Head Start Building at the Winslow campus.

*Mr. Robinson made a motion to increase the approved budget allocation for the Winslow Head Start Building by \$140,000.00 as presented. Mr. Leslie seconded.*

Mr. Leslie noted that the Board had discussions about adding contingency funds for purchases and projects in the past and asked whether any decisions had been made. VPAS Ellison noted that the only contingency funding approved for construction projects, to date, were for the Show Low campus projects.

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

**6.B.9. Request to Award Contract for Head Start Building Project**

Director Huish presented the results of the RFP to provide the infrastructure and site improvements for the Head Start building in Winslow noting that staff recommended approval to contract with the lowest bidder, Navapache Construction.

*Mr. Robinson made a motion to award the contract to Navapache Construction for \$314,535.51 related to infrastructure and site improvements for the Head Start building in Winslow as presented. Mr. Leslie seconded. **The motion carried upon a roll-call vote with Mr. Robinson, Mr. Leslie, and Chair Laughter voting in favor. There were no votes against.***

**6.B.10. Request to Approve Purchase of Laptops and Carts**

VPLSS Solomonson reviewed the request to purchase laptops and carts for student use.



*Mr. Robinson made a motion to approve the purchase of 150 laptops and 9 carts for student use for a total of \$274,192.56 using CARES Act funds as presented. Mr. Leslie seconded. **The motion carried upon a roll-call vote with Mr. Robinson, Mr. Leslie, and Chair Laughter voting in favor. There were no votes against.***

**6.B.11. Request to Approve Desktop Computers, Laptops, Room Kits, Conference Devices, Smart Boards, Printers, and Monitors**

President Hazelbaker reviewed the request to purchase a variety of equipment for the regular lifecycle replacement schedule in place at the college.

*Mr. Robinson made a motion to approve the purchase of Desktop Computers, Laptops, Room Kits, Conference Devices, Printers, and Monitors from CDWG and Smart Boards from CCS System Presentation for a total cost of \$746,253.24. Mr. Leslie seconded. **The motion carried upon a roll-call vote with Mr. Robinson, Mr. Leslie, and Chair Laughter voting in favor. There were no votes against.***

**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 February 28<sup>th</sup>.

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

Written Report.

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

Shan Quin, Faculty in Chemistry/Biology, addressed the Board and provided a look at a microalgae lab project he was undertaking.

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

Written Report.

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

Betsy Wilson, Director of Friends and Family, addressed the Board and provided a report on recent foundation activities including the success of Arizona Gives Day, the upcoming Disc Golf Tournament, and the return of an in-person Pedal the Petrified.

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

Written Report.

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

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



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

President Hazelbaker addressed the Board and reported on the discussion around honoring the passing of former Board member, Mr. Daniel Peaches, and that ideas would be presented to the Board in the near future.

President Hazelbaker provided updates on the search for a Chief Information Officer and Associate Vice President Human Resources as well as the success of filling other positions at the college.

President Hazelbaker announced the success of recent activities at the college such as the strong return of Eaglefest at the Show Low Campus as well as recent job fairs at multiple locations.

President Hazelbaker updated the Board on current initiatives and provided an in-depth update on the rollout of recent software purchases approved by the Board, a look at what was happening at the state legislature, and meetings he had participated in with local and federal elected officials.

#### ***4.B. Outstanding Alumnus Award***

President Hazelbaker awarded the Outstanding Alumnus award for 2022 to Dr. Tabitha Stickel, offering time for Associate Dean of Education and College & Career Preparation, Gail Campbell, the opportunity to detail why she had nominated Dr. Stickel, and for Dr. Stickel to say a few words.

#### ***4.E. Board Policies***

Not discussed.

Mr. Leslie left the meeting at 11:45 a.m.

#### ***4.F. Enrollment Report***

Not discussed.

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

- A. March 15, 2022 Regular Board Meeting Minutes
- B. March 15, 2022 Work Session Minutes

*No action taken.*

### **Agenda Item 6: For Discussion and Possible Action**

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

*None.*

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

*None.*



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

None.

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

Regular District Governing Board meeting on Tuesday, May 17, 2022 at 10 a.m.

**Agenda Item 10: Adjournment**

*The meeting was declared adjourned at 11:48 a.m. by Chair Laughter.*

Respectfully submitted,



Paul Hempsey  
Recording Secretary to the Board

Approved

