

Navajo County Community College District Governing Board Meeting Minutes

February 21, 2023 – 10:00 a.m.
Painted Desert Campus, Tiponi Community Center
2251 East Navajo Boulevard, Holbrook, Arizona

Governing Board Member Present: Mr. Elias Jouen; Mr. Frank Lucero; Mr. Everett Robinson; Mr. Derrick Leslie.

Governing Board Member Absent: Ms. Kristine Laughter.

Others Present: President Chato Hazelbaker; Vice President for Learning and Student Services (VPLSS) Michael Solomonson; Vice President for Administrative Services (VPAS) Maderia Ellison; Associate Vice President – Human Resources (AVPHR) Shenethia Manuel; Director of Institutional Effectiveness Judy Yip-Reyes; Recording Secretary to the Board Paul Hempsey; Norvita Charleston; Betsy Wilson; David Huish; Russell Kupfer; Melody Niesen; Jodie Humphrey; David Borofsky; Desirae Silvers; Marletha Baloo; Frank Orona; Janalda Nash; Josh Rogers; Katie Matott; LaTonya Motley; Leslie Dye; Lia Keenan; Michael Broyles; Olivia Jaquez; Michael Jacob; Muriel Metcalf; Raeann Brittain; Rebecca Hunt; Robert Johnson; Ryan Jones; Talaina Kor; Tamara Osborne; Wei Ma; Curtis Stevens; Joshua Jeffery; Gary Santillanes; Jeanette Hancock; Michael Meeks; Scott Flake; Dawayne Bahe; Christopher Green.

Agenda Item 1: Call to Order and Pledge of Allegiance

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

Agenda Item 2: Adoption of Agenda

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

Agenda Item 3: Request to Approve Emeritus Status For Susan Jamison

President Hazelbaker addressed the Board and recommended Emeritus status for Susan Jamison, former faculty member in Nursing and Allied Health. President Hazelbaker asked Dean of Nursing and Allied Health Ruth Zimmerman to highlight some of the contributions made by Susan.

Mr. Jouen made a motion to approve Emeritus Status for Susan Jamison. Mr. Lucero seconded the motion. The motion carried upon a roll-call vote with Mr. Jouen, Mr. Lucero, Mr. Leslie, and Secretary Robinson voting in favor. There were no votes against.

Agenda Item 4: Call for Public Comment

None.



Agenda Item 5: Discussion Items

5.A. Standing Presentations:

5.A.1. Financial Position

VPAS Ellison addressed the Board and presented the monthly Financial Position report for the period to December 31st, 2022.

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

Muriel Metcalf, Academic Advisor at the White Mountain Campus, addressed the Board and introduced herself as the new advisor for the SGA and described how she has hit the ground running to prepare for Eaglefest this semester.

5.A.3. Faculty Association

Ryan Jones, Co-President of Faculty Association, addressed the Board and provided a report on the use of Open Education Resources (OER) to save students money. Ryan asked LaTonya Motley, Faculty in Educational Technology, to provide information on the grant being used to expand OERs at NPC.

Mr. Jouen asked about the process to ensure copyright is followed in developing Open Education Resources. LaTonya Motley provided an overview of the process involved to create and approve OERs.

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

Written Report.

5.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 highlighting scholarships to be awarded this year and provided the date for Pedal the Petrified in September 2023.

5.A.6. Human Resources

Written Report.

5.A.7. Construction Report

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

Secretary Robinson confirmed that work had started on the sidewalk on 8th Avenue.

5.A.8 Arizona Association of Community College Trustees (AACCT)

No report.

5.A.9 President's Report

President Hazelbaker addressed the Board and provided a report on topics including: Priority initiatives and actions; Higher Learning Commission multi-site visit; Plans for the college's 50th Anniversary; Student Advisory Boards; Scholarships; Progress in the searches for a Chief



Information Officer and Associate Vice President – Human Resources; Enrollment; Legislative activities; and plans for two retreats in April 2023.

Mr. Leslie asked if the college had the ability to text students. President Hazelbaker responded that we could text individual students but were still working on group text capabilities.

Mr. Leslie mentioned that he was glad to see students having the opportunity to provide feedback and asked what follow up would be conducted on the issues that students raised during the advisory board meetings. President Hazelbaker provided more information on how the feedback would be used and commented on the expansion of student advisory group meetings in the future.

Mr. Leslie asked how the Associate Vice President – Human Resources and Chief Information Officer positions were classified in terms of work location. President Hazelbaker noted they were both Hybrid 1 positions which is eligible to work remotely for one day of the week.

5.B. 2023-24 Salary & Wage Recommendation

VPAS Ellison provided a first read of the compensation recommendation for 2023-24.

Board members discussed the recommendation and asked how the results of the Compensation Study would be used to address future compensation recommendations. President Hazelbaker provided a brief outline on how he thought the study could be used moving forward and offered suggestions on the pathway to increasing salaries where needed and also addressing salaries that may be considered too high.

Mr. Lucero asked when the Board might see the results of the Compensation Study and President Hazelbaker provided a tentative timeline.

Mr. Jouen asked for further information to be provided at the March meeting, which might assist the lowest paid employees at the college.

5.C. 2023-24 Introductory Budget Analysis – General Fund

VPAS Ellison provided a preliminary look at the 2023-24 budget noting that a state budget was not approved which does affect the college revenues.

5.D. 2023-26 Tuition and Fees

VPAS Ellison provided a first look at the recommended Tuition and Fees schedule and noted the college had received information that the third party that provides transcripts for NPC was raising their price and the Board would see that next month when asked to approve the schedules.

5.C. Institutional Effectiveness Quarterly Report

Written Report.



Agenda Item 6: Consent Agenda

- A. January 17, 2023 Regular Board Meeting Minutes**
- B. Policies 1100 through 1180**
- C. Program Modifications** – Entrepreneurship Specialization Certificate of Proficiency (CP), Certification of Applied Science (CAS), and Associate of Applied Science (AAS); Management and Leadership Specialization CP, CAS, and AAS; Medical Office Administration Specialization CP, CAS, and AAS

Mr. Jouen 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. Jouen, Mr. Lucero, Mr. Leslie, and Secretary Robinson voting in favor. There were no votes against.

Agenda Item 7: For Discussion and Possible Action

7.A. Old Business

None.

7.B. New Business

7.B.1. Board Member Travel for Higher Learning Commission Annual Conference

President Hazelbaker presented the request to authorize travel for Board Member Leslie to attend the Higher Learning Commission Annual Conference in Chicago.

Mr. Jouen made a motion to authorize travel for Board Member Leslie to attend the Higher Learning Commission Annual Conference in Chicago as presented. Mr. Lucero seconded. The motion carried upon a roll-call vote with Mr. Jouen, Mr. Lucero, and Secretary Robinson voting in favor. Mr. Leslie abstained. There were no votes against.

7.B.2. Request to Accept Grant Funds - Nurse Education Investment Pilot Program

Dean Zimmerman requested the Board accept grant funds in the amount of \$402,555.94 from the Nurse Education Investment Pilot Program.

Mr. Lucero made a motion to accept grant funds from the Arizona Department of Health Services for the Nurse Education Investment Pilot Program in the amount of \$402,555.94. Mr. Jouen seconded. The motion carried upon a roll-call vote with Mr. Jouen, Mr. Lucero, and Secretary Robinson voting in favor. There were no votes against.

7.B.3. Request to Purchase Nursing Childbirth Simulators (2) with Nurse Education Investment Pilot Program Funds

Dean Zimmerman requested the Board authorize the purchase of childbirth simulators utilizing the newly accepted grant funds.

Mr. Lucero made a motion to approve the purchase of two (2) childbirth simulators at a cost of \$114,876.11. Mr. Jouen seconded. The motion carried upon a roll-call vote with Mr. Jouen, Mr. Lucero, Mr. Leslie, and Secretary Robinson voting in favor. There were no votes against.



7.B.4. Request to Approve Cellular One Agreement

President Hazelbaker presented the request to expand current services with Cellular One for leased line connectivity at college locations for a three-year period.

*Mr. Jouen made a motion to approve the agreement with Cellular One for a three-year period and cost of \$870,700.00 as presented. Mr. Lucero seconded. **The motion carried upon a roll-call vote with Mr. Jouen, Mr. Lucero, Mr. Leslie, and Secretary Robinson voting in favor. There were no votes against.***

7.B.5. Request to Approve Purchase of Firewall Hardware and Software

President Hazelbaker reviewed the request to approve the purchase of equipment, software, and services related to the college firewall.

Mr. Lucero made a motion to approve the purchase of firewall hardware, software, and related services in the amount of \$341,811.12 as presented. Mr. Jouen seconded.

Mr. Jouen asked what would happen if there was a change order related to the work or the cost increased for any other reason. Recording Secretary to the Board noted that if the amount were to increase the Board would need to approve the increase. Mr. Lucero noted in the last eight years this had only happened twice to his memory.

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

7.B.6. Request to Approve Purchase of SMART Boards, Mounting Hardware, and Warranties

President Hazelbaker noted the next three items were all related to the annual refresh of current classroom equipment and upgrade of equipment in classrooms that did not contain the distance technology. The items were split as best pricing was sourced from three different vendors for the project.

Mr. Lucero made a motion to approve the purchase of SMART Boards, mounting hardware, and warranties for a total cost of \$174,750.84. Mr. Jouen seconded.

Mr. Jouen asked what happened to the old equipment and if the Board was required to take action to declare it obsolete. Recording Secretary to the Board noted the Board did not need to take any action on old equipment, but it could be sold on to partners or sold at state auction.

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



7.B.7. Request to Approve Purchase of Room Kits, Cameras, Mics, and Hardware

Mr. Lucero made a motion to approve the purchase Cisco room kits, cameras, microphones, etc. for a total cost of \$695,463.83. Mr. Jouen seconded. The motion carried upon a roll-call vote with Mr. Jouen, Mr. Lucero, Mr. Leslie, and Secretary Robinson voting in favor. There were no votes against.

7.B.8. Request to Approve Purchase of Computers, Monitors, Accessories, and Service Agreements

Mr. Lucero made a motion to approve the purchase of computers, monitors, accessories, and service agreements for the total cost of \$97,521.83. Mr. Jouen seconded. The motion carried upon a roll-call vote with Mr. Jouen, Mr. Lucero, Mr. Leslie, and Secretary Robinson voting in favor. There were no votes against.

7.B.9. Request to Approve Design Contract for Goldwater Center

VPAS Ellison asked Director Huish to present the request to approve the contract with SPS+ Architects to design the addition to the Goldwater building allowing the college to move the front office and other one-stop-shop services to the front of the campus to assist students.

Mr. Lucero asked when the expected completion date for the building would be if the contract were approved. Director Huish ran through his expected timeframe from start to finish of the project.

Mr. Jouen made a motion to approve the contract for the Goldwater renovation design with SPS+ Architects in the amount of \$391,250.00 as presented. Mr. Leslie seconded. The motion carried upon a roll-call vote with Mr. Jouen, Mr. Lucero, Mr. Leslie, and Secretary Robinson voting in favor. There were no votes against.

Agenda Item 8: DGB Agenda Items and Informational Needs for Future Meetings

Secretary Robinson noted the request from Mr. Jouen for additional information for the compensation approval at the March meeting.

Secretary Robinson also asked for an update on the process involved in changing the college name which was mentioned during the Board's self-evaluation process.

Secretary Robinson also suggested staff look at increasing the amount that the President could approve for Board travel due to the recent increases to the state reimbursement schedule.



Agenda Item 9: Board Report/Summary of Current Event

Mr. Robinson mentioned the All Arizona Academic Team Luncheon tomorrow.

Mr. Leslie provided a report from his attendance at the Association of Community College Trustees National Legislative Summit and mentioned the need to share the success stories from the students who attend NPC.

Agenda Item 10: Announcement of Next Regular Meeting

Regular District Governing Board meeting on Tuesday, March 21, 2023 at 10 a.m.

Agenda Item 11: Adjournment

The meeting was adjourned at 12:26 p.m. upon a motion by Mr. Lucero and a second by Mr. Jouen. The motion carried upon a roll-call vote with Mr. Jouen, Mr. Lucero, Mr. Leslie, and Secretary Robinson voting in favor. There were no votes against.

Respectfully submitted,



Paul Hempsey
Recording Secretary to the Board

