

# Navajo County Community College District Governing Board Meeting Minutes

November 21, 2023 – 10:00 a.m.

Painted Desert Campus, Tiponi Community Center Board Room  
2251 East Navajo Boulevard, Holbrook, AZ 86025

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**Governing Board Member Present:** Ms. Kristine Laughter (Joined at 11:06 a.m.); Mr. Elias Jouen; Mr. Frank Lucero; Mr. Everett Robinson; Mr. Derrick Leslie.

**Governing Board Member Absent:**

**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) Christine Schaefer; Chief Information Officer (CIO) Michael Jacob; Director of Institutional Effectiveness Judy Yip-Reyes; Recording Secretary for the Board Paul Hempsey; Norvita Charleston; Ruth Zimmerman; Jeremy Raisor; Raeann Brittain; Wei Ma; Colleen Marsh; Ryan Jones; Janalda Nash; Josh Rogers; Ben Turner; Olivia Jaquez; Desirae Silvers; Michael Broyles; Rebecca Hunt; Jessica Kitchens; Kathy McPherson; Justin White; Erin Pugh; Allison Landy; David Borofsky; Betsy Wilson; April Tucker.

## **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. Jouen 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: Call for Public Comment**

None.

## **Agenda Item 4: Administrative Emeritus Award – Kathy McPherson**

Jessica Kitchens, Lead Campus Manager, presented the Administrative Emeritus award to Painted Desert Campus Manager Kathy McPherson, thanking her for all her years of service and dedication to the college and students.

## **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 September 30, 2023.



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

April Tucker, member of the SGA, addressed the Board and expanded upon a written report provided in the packet and noted the hope of beginning a mentoring program in Spring semester.

**5.A.3. Faculty Association**

Faculty Association provided a video presentation to the Board on recent activities through the Art Department.

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

No Report.

**5.A.5. Northland Pioneer College (NPC) Friends and Family**

Betsy Wilson, Executive Director of Friends and Family, addressed the Board and reported on applications for the Spring semester and attempts to encourage students to apply earlier in the process. Applications will be scored by a group of volunteers by November 27<sup>th</sup>.

**5.A.6. Human Resources**

AVPHR Schaefer addressed the Board and expanded upon the written report provided in the Board packet.

**5.A.7. Construction Report**

David Huish, Director of Construction, was unavailable to provide his report this month.

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

No Report.

**5.A.9 Enterprise Resource Planning (ERP) Implementation Update**

CIO Jacob addressed the Board and provided a report on the implementation of Anthology at Northland Pioneer College.

Mr. Leslie asked for more detail on the risks identified in the implementation program and CIO Jacob and AVPHR Schaefer provided information on the recent workload of offices, staffing challenges, and how they would be addressed moving forward to make sure the implementation remains on schedule.

**5.A.10 President's Report**

President Hazelbaker addressed the Board and provided a report on topics including: Recent meetings with Governor Hobbs; Strategic Planning and Priority Actions; and State Budget projections.

President Hazelbaker also thanked Mr. Jouen for his service to the Board as this would be his last meeting.



### ***5.B. Changes to Open Meeting Law and Feedback from Training***

Paul Hempsey, Recording Secretary for the Board, addressed the Board and noted the changes to Open Meeting Law from the recent legislative session as well as information learned during a recent training he attended.

Mr. Lucero asked if clarification questions were acceptable, which President Hazelbaker noted they would be.

Mr. Jouen asked if this was only applicable to the President's report which Paul Hempsey confirmed it was.

Ms. Laughter joined the meeting at 11:06 a.m.

### ***5.C. Enrollment Report for Fall 2023***

Frank Orona, Director of Enrollment Management, provided a report on enrollment for the Fall semester.

### ***5.D. Strategic Enrollment Management Plan***

Frank Orona then presented a draft Strategic Enrollment Management Plan.

Chair Laughter asked if there was any data available on whether students who received financial aid were completing their programs on time. Director Orona noted there was no data currently but he would be working with Financial Aid to obtain the data.

Chair Laughter asked what the college was doing to respond to interested students to make sure they eventually would get enrolled. Director Orona noted the current efforts being undertaken and the hopes for the new software being implemented to add resources.

Chair Laughter asked if there was adequate staffing at all locations currently. Director Orona believed there were currently enough advisors available but would be looking at the possible needs for more recruitment employees.

### ***5.E. Institutional Effectiveness Quarterly Report***

Written Report.

### ***5.F. Office of Development Quarterly Report***

Betsy Wilson expanded on the written report provided in the packet.

## **Agenda Item 6: Consent Agenda**

- A. October 17, 2023 Regular Board Meeting Minutes** (Paul Hempsey)
- B. Program Modification** - Associate of Arts, Elementary Education (AAEE). (Michael Broyles)
- C. Program Modification** - Education Professions Certificate of Proficiency. (Michael Broyles)
- D. New Program** - Bachelor of Applied Management Degree. (Michael Broyles)
- E. New Program** - Bachelor of Arts, Elementary Education Degree. (Michael Broyles)



*Mr. Leslie 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. Robinson, Mr. Leslie, and Chair Laughter 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. Request to Purchase a New Vehicle**

Justin White, Director of Facilities and Transportation, addressed the Board and reviewed the request to purchase a new maintenance truck.

Mr. Lucero asked if this was replacing older vehicles from the fleet. Director White confirmed it was.

Mr. Robinson asked if there would be requests forthcoming for the passenger fleet. Director White noted they were planned for the fiscal year 2025 budget.

*Mr. Lucero made a motion to approve the purchase of the maintenance truck for a cost of \$59,286.38 as presented. Ms. Laughter seconded.*

Mr. Jouen recommended that the Board allow a contingency amount on purchases so if there is any deviation in price after the Board approves it does not hold up the process.

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

#### **7.B.2. Request to Purchase a Used Dump Truck**

Director White informed the Board that in the last year the college had sold three dump trucks from their fleet and wished to replace one with a used dump truck from United Rentals.

*Mr. Lucero made a motion to approve the purchase of the used dump truck for a cost of \$54,999.31 as presented. Mr. Jouen seconded. The motion carried upon a roll-call vote with Mr. Jouen, Mr. Lucero, Mr. Robinson, Mr. Leslie and Chair Laughter voting in favor. There were no votes against.*

#### **7.B.3. Request to Approve Board Member Travel**

Paul Hempsey reviewed the request to approve travel for Board Member Leslie to attend the Association of Community College Trustees National Legislative Summit in February.

*Mr. Lucero made a motion to approve travel for Mr. Leslie as presented. Mr. Jouen seconded. The motion carried upon a roll-call vote with Mr. Jouen, Mr. Lucero, Mr. Robinson, and Chair Laughter voting in favor. Mr. Leslie abstained. There were no votes against.*



#### **7.B.4. Cancel December Meeting**

President Hazelbaker requested the Board cancel the regular December meeting as has been the practice in the past couple of years.

*Mr. Jouen made a motion to cancel the regular December meeting. Mr. Leslie seconded. The motion carried upon a roll-call vote with Mr. Jouen, Mr. Lucero, Mr. Robinson, Mr. Leslie and Chair Laughter voting in favor. There were no votes against.*

#### **7.B.5. Request to Award Contract for ERP Data Clean-Up and Technical Support**

CIO Jacob reviewed the request to contract with CampusWorks to assist with Database Administrator services and data clean-up efforts related to the implementation of Anthology.

*Mr. Lucero made a motion to approve a contract with CampusWorks in the amount of \$138,093.00. Mr. Leslie seconded. The motion carried upon a roll-call vote with Mr. Jouen Mr. Lucero, Mr. Robinson, Mr. Leslie, and Chair Laughter voting in favor. There were no votes against.*

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

Chair Laughter asked for a presentation from Financial Aid on the scholarship activities completed in their office.

Chair Laughter requested a cultural sensitivity presentation for Board members.

Mr. Lucero requested enrollment data from the previous Auto program in the north end.

### **Agenda Item 9: Board Report/Summary of Current and Upcoming Events**

A list of upcoming events was provided in the agenda for Board Discussion.

### **Agenda Item 10: Announcement of Next Regular Meeting**

Regular District Governing Board meeting on Tuesday, January 16, 2024 at 10 a.m.

### **Agenda Item 11: Adjournment**

*The meeting was adjourned at 11:56 a.m. upon a motion by Mr. Jouen and a second by Mr. Lucero. The motion carried upon a roll-call vote with Mr. Jouen, 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

