

Navajo County Community College District Governing Board Meeting Minutes

December 15, 2020 – 9:00 a.m.

ZOOM

Governing Board Member Present: Mr. Frank Lucero; Mr. Everett Robinson; Mr. Derrick Leslie; Mr. Elias Jouen (Joined at 9:04 a.m.); Mr. Peaches (joined at 9:30 a.m.).

Governing Board Member Present by Phone:

Governing Board Member Absent:

Staff Present: Interim President Jeanne Swarhout; Vice President for Learning and Student Services (VPLSS) Jessica Clark; Vice President for Administrative Services (VPAS) Maderia Ellison; Chief Information Officer (CIO) Scott Estes; Interim Chief Human Resources Officer (CHRO) Peggy Belknap; Recording Secretary to the Board Paul Hempsey.

Others Present: Nicole Ulibarri; Tamara Osborne; Cecelia Cervantes; David Huish; Ernie Hess; Amber Hill; Michael Broyles; Curtis Stevens; Colleen Readell; Lia Keenan; Terrie Shevat; China Cassidy; Betsy Wilson; Julie Golder; Gary Santillanes; Judy Yip-Reyes; Rickey Jackson; Ryan Orr; Kevin Jones; Allison Landy; Kristine Laughter; Gail Campbell; Jeremy Raisor; Ruth Zimmerman; Daphne Brimhall; Olivia Jaquez; Robert Johnson; Rebecca Hunt.

Others Present by Phone:

Agenda Item 1: Call to Order and Pledge of Allegiance

Chair Lucero called the meeting to order at 9:01 a.m. and led the Pledge of Allegiance.

Agenda Item 2: Adoption of Agenda

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

Agenda Item 3: Call for Public Comment

None.

Agenda Item 4: Reports

4.A. Financial Position

VPAS Ellison addressed the Board and reviewed the Financial Position Report noting the second quarter allocation from the State had been received.

Board Member Jouen joined at 9:04 a.m.



4.B. NPC Student Government Association (SGA)

Written Report.

4.C. Faculty Association

Dr. Kevin Jones, Faculty Association President, addressed the Board and provided a report on Faculty activities highlighting the letter provided to the Board regarding the Presidential Search. Dr. Jones asked Dr. Allison Landy, Vice-President of Faculty Association, if she wished to add anything and Dr. Landy reiterated the request to add additional faculty to the search committee.

Chair Lucero asked Dr. Jones if he felt the Navajo County taxpayers should participate in the search. Dr. Jones provided his response and noted that the Board was elected by Navajo County taxpayers and would make the final decision on the new President.

Derrick Leslie asked who was represented on the Search Committee and Recording Secretary to the Board provided the information.

4.D. Classified & Administrative Staff Organization (CASO)

No Report.

4.E. NPC Friends and Family

Director Wilson addressed the Board and provided an update on recent Friends and Family activities highlighting the award of scholarships for the Spring semester.

4.F. Human Resources

Written Report.

Chair Lucero asked for an update on the search for a Chief Human Resources Officer, which Interim CHRO Belknap provided. Board Member Jouen asked if the process had taken too long and that was the reason the college was seeing applicants drop out. Interim CHRO Belknap responded that the applicants who have dropped out have not mentioned that as a reason for their withdrawal.

4.G. President's Report

Interim President Swarouth addressed the Board and informed them of a short-term effort to provide paid leave, to those employees that would be adversely affected by the closure of facilities at the college, through donations from other employees. The college will also be catching up on necessary changes to college procedures over the coming months.

Board Member Peaches joined the meeting at 9:30 a.m.

Interim President Swarouth also asked for any Board Members who were interested in attending the Higher Learning Commission annual conference to let her, or Recording Secretary Hempsey, know. Chair Lucero asked if a schedule of sessions could be provided. Interim President Swarouth offered to provide one as soon as it was made available.



Board Member Jouen asked for details on what leave could be donated to the bank for employees affected by the pandemic and facility closures, which Interim President Swarthout provided.

Agenda Item 5: Consent Agenda

- A. **November 17, 2020 Regular Meeting Minutes**
- B. **Policy 1102 – Equal Opportunity, Harassment, and Nondiscrimination**

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

Agenda Item 6: Old Business

6A.I. ACCT Introduction and Update

Dr. Cecelia Cervantes, ACCT Search Consultant, and Julie Golder, ACCT Vice President of Search Services, provided an update on activities and noted the expected timeline for choosing the next President of the college.

Board Member Robinson echoed the need for speed for the search, so as not to lose good candidates.

Agenda Item 7: New Business

7.A. Recognition for Board Secretary Peaches

Interim President Swarthout asked Chair Lucero to start the recognition for Board Secretary Peaches. Chair Lucero and the other Board members offered their own thoughts and appreciation of Secretary Peaches' outstanding service to the college. Interim President Swarthout followed by saying it had been a pleasure and an honor to have worked with Mr. Peaches during his service to the college.

Board Secretary Peaches thanked everyone and wished the college all the best for the future.

7.B. Request to Approve 2021-22 Budget Development Assumptions and Guidelines

VPAS Ellison reviewed the 2021-22 Budget Development Assumptions and Guidelines, highlighting the Development Calendar, and running through the additional information provided.

Board Member Leslie left the meeting at 10:09 a.m.

Board Member Peaches left the meeting at 10:15 a.m.

Chair Lucero confirmed that the assumptions could be amended at a later date.

Mr. Jouen made a motion to approve the 2021-22 Budget Development Assumptions and Guidelines as presented. Mr. Robinson seconded. The motion carried upon a roll-call vote with Mr. Robinson, Mr. Jouen, and Chair Lucero voting in favor. There were no votes against.



7.C. Request to Approve Purchase of MuddTrax Vehicle

VPAS Ellison reviewed the request to purchase a MuddTrax Vehicle for a total cost of \$99,876.16.

Chair Lucero asked if the vehicle could be rubber-wheeled instead. Director Huish noted the restrictions put in place by the White Mountain Apache Tribe, during wet and snowy conditions, on rubber-wheeled vehicles and informed the Board that the Tribe had approved the MuddTrax rubber-tracked vehicle when shown the details.

Chair Lucero offered the opinion that other rubber-tracked vehicles would be cheaper. Director Huish noted the RFP was sent to thirty manufacturers of tracked vehicles, denoting the requirements the college had for the vehicle, and only one response was received.

Chair Lucero asked where Delve International was based. Director Huish responded they were in Utah.

Board Member Jouen noted that this type of vehicle was already subject to a competitive bid process in New Mexico and offered the opinion that piggybacking on an existing contract was a much simpler and faster process wondering why this had not happened in this case. VPAS Ellison agreed it was always preferable to utilize an existing contract when available and walked the Board through the related current procurement procedure at the college.

Chair Lucero and Board Member Robinson asked what research had been conducted to make sure the vehicle was appropriate and cost effective for the college. Director Huish responded with the research and contacts the college had made in an effort to provide the necessary vehicle with a long-term view on use and maintenance.

*Mr. Robinson made a motion to approve the purchase of a MuddTrax Vehicle from Delve International dba LiteTrax, as a sole-source provider, for a total cost of \$99,876.16, as presented. Mr. Jouen seconded. **The motion carried upon a roll-call vote with Mr. Robinson, Mr. Jouen, voting in favor. Chair Lucero voted against.***

7.D. Request to Approve Annual Moodle/eThink LMS Auto-Renewal for Support and Hosting for 20/21.

CIO Estes reviewed the request to approve the cost for the auto-renewal of the Moodle/eThink Learning Management System, noting this was the final year of auto-renewals.

*Mr. Jouen made a motion to approve the auto-renewal of the Moodle eThink Learning Management System for a total cost of \$50,315.17, from CDWG as presented. Mr. Robinson seconded. **The motion carried upon a roll-call vote with Mr. Robinson, Mr. Jouen, and Chair Lucero voting in favor. There were no votes against.***



7.E. Request to Approve Purchase of Servers, Storage, and Network Switches

CIO Estes reviewed the request to approve the purchase of servers, storage, and network switches, noting they were for lifecycle replacements of current equipment.

Mr. Robinson made a motion to approve the purchase of Servers, Storage, and Network Switches from HyTech for a total cost of \$593,210.44, as presented. Mr. Jouen seconded.

Board Member Jouen asked if Board Member Robinson would consider amending his motion to include the competitive contract being utilized for the purchase. Chair Lucero and Board Member Robinson did not see the need but Board Member Robinson offered to amend anyway.

Board Member Robinson amended the motion to include that the college was utilizing IGPA Contract 16-11PV-09 for the purchase. Board Member Jouen re-affirmed his second.

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

Agenda Item 8: Board Self-Assessment

Deferred to January.

Agenda Item 9: DGB Agenda Items and Informational Needs for Future Meetings

None.

Agenda Item 10: Board Report/Summary of Current Event

Board Member Jouen mentioned how happy he was to continue on the Northland Pioneer College Governing Board after his appointment and looked forward to continuing the work with the other members.

Agenda Item 11: Announcement of Next Regular Meeting: Regular District Governing Board meeting on Tuesday, January 19, 2021 at 9 a.m.

Agenda Item 12: Adjournment

The meeting was adjourned at 10:45 a.m. upon a motion by Mr. Jouen and a second by Mr. Robinson. The motion carried upon a roll-call vote with Mr. Jouen, Mr. Robinson, and Chair Lucero, voting in favor. There were no votes against.

Respectfully submitted,



Paul Hempsey
Recording Secretary to the Board

