

Navajo County Community College District Governing Board Meeting Minutes

March 16, 2021 – 9:00 a.m.

ZOOM

Governing Board Member Present: Mr. Frank Lucero; Mr. Everett Robinson; Mr. Elias Jouen; Ms. Kristine Laughter; Mr. Derrick Leslie (joined the meeting at 9:08 a.m.).

Governing Board Member Present by Phone:

Governing Board Member Absent:

Staff Present: Interim President Jeanne Swarhout; 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; Chief Human Resources Officer (CHRO) Bob Ficken; Director of Institutional Effectiveness Judy Yip-Reyes; Recording Secretary to the Board Paul Hempsey.

Others Present: Peggy Belknap; Colleen Readell; Michael Broyles; Deena Gillespie; Susan Hoffman; Terrie Shevat; Lorie Hendershot; Pat Lopez; Pam Dominguez; Allison Landy; Rebecca Hunt; Eleanore Hempsey; Ann Hess; Robert Johnson; David Borofsky; Wei Ma; Bobbi Sample; Gail Campbell; Cassie Dows; Lia Keenan; Tammy Gray; Tamara Osborne; Olivia Jaquez; Josh Rogers; Cecilia Cervantes.

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. Ms. Laughter 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 reviewed the Financial Position Report noting it covers the period through January 2021.



Mr. Leslie joined the meeting at 9:08 a.m.

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

No Report.

4.A.3. Faculty Association

Dr. Allison Landy referenced the written report provided in the Board packet and highlighted the support from Faculty Association for the compensation recommendation the Board would see later in the meeting.

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

Rebecca Hunt provided a presentation from CASO highlighting the Technology Advancement and Support department and the work they have completed during the pandemic.

Board Member Jouen thanked all classified employees at the college for everything they do on a daily basis for students.

4.A.5. NPC Friends and Family

Written Report.

4.A.6. Human Resources

Written Report.

4.A.7. President's Report

Interim President Swarouth addressed the Board and reported on recent activity at the state legislature.

4.B. Wage and Salary Recommendation

VPAS Ellison reviewed the Wage and Salary recommendation for 2021 noting that faculty, staff and administration were in full support of the proposal.

Chair Lucero asked what the current amount spent on salaries was. VPAS Ellison responded that the college currently spend approximately \$18.4 million increasing to \$19.6 million if the proposal is adopted by the Board.

Board Member Jouen asked if this increase would be effective July 1, 2021 which VPAS Ellison confirmed.

4.C. Preliminary Budget Analysis

VPAS Ellison reviewed the initial information available for the budget for 2021-22 noting the information was based on the proposed budget from the Governor's office, but the state had not approved a budget yet.

Board Member Robinson asked if VPAS Ellison had considered increasing contingency money, or thought about pushing the final approval of the college budget back to June in case the state



was not able to pass their budget by the May meeting. VPAS Ellison responded that it could be a consideration for the future if the Board wished.

4.D. Presentation on Utilization of the Anatomage Tables

Dr. Susan Hoffman and Dr. Eleanore Hempsey, faculty from the Biology department, addressed the Board and provided a presentation on the Anatomage tables, purchased with grant funds, and their utilization in Anatomy and Physiology classes at the college.

Board Member Robinson thanked Dr. Hempsey and Dr. Hoffman for the presentation and hoped the tables could be utilized, as hoped, for distance education.

4.E. Invitation to Participate in Virtual Commencement Ceremony

Deena Gillespie addressed the Board and invited them to participate in the Virtual Commencement Ceremony by providing a video to the Commencement Committee.

Agenda Item 5: Consent Agenda

- A. **February 16, 2021 Regular Meeting Minutes**
- B. **Policy 1102 – Equal Opportunity, Harassment, and Nondiscrimination**
- C. **Election Services Intergovernmental Agreement between Navajo County Community College District and County of Navajo**
- D. **Curriculum Modifications**
 - 1. Program Modifications – General Education Program

Mr. Jouen moved to adopt the Consent Agenda as presented. Mr. Leslie seconded the motion. The motion carried upon a roll-call vote with Ms. Laughter, Mr. Robinson, Mr. Jouen, 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. Presidential Search

Interim President Swarouth asked the Board to consider a date and time to meet to receive and consider feedback from the Presidential Search process and complete their own deliberations. An evening meeting on Tuesday, March 30 appeared to be the best option for everyone.

Dr. Cervantes, representative from the Association of Community College Trustees (ACCT), reviewed the remaining events in the Presidential Search that the college and Board would participate in. Dr. Cervantes noted the Search Committee had worked very hard and had invited three very strong candidates to the area as finalists.

Dr. Cervantes made some recommendations for the Board to consider when preparing for interviews and commented on the further information ACCT would provide about the finalists.

Board members confirmed the interviews with finalists would be in person and the deliberations would take place via Zoom. Recording Secretary to the Board confirmed the details and preparations that were underway for each.



6B. New Business

6.B.1. Request to Approve Purchase of Cisco Routers

CIO Estes addressed the Board and reviewed the request to purchase routers.

Chair Lucero asked for confirmation that the college was not replacing equipment years in advance of expected expiration. CIO Estes confirmed the equipment was marked as “end-of-life” by the vendor and is replaced only when vendor support would cease.

Board Member Jouen confirmed that the purchase was via state contract, which bypasses the sealed bid process, and due diligence was still completed by the college. CIO Estes confirmed and noted the additional steps taken by his team to make sure they were getting the best pricing.

*Mr. Jouen made a motion to approve the purchase of routers from HyeTech, piggybacking on AZ State Procurement Contract IGPA Contract 16-11PV-09, for the amount of \$200,536.32. Ms. Laughter seconded. **The motion carried upon a roll-call vote with Ms. Laughter, Mr. Robinson, Mr. Jouen, Mr. Leslie, and Chair Lucero voting in favor. There were no votes against.***

6.B.2. Request to Approve Purchase of Computers, LCD Projectors, Printers, and iMac Systems

CIO Estes reviewed the request to purchase Computers, LCD Projectors, Printers and iMac systems from CDWG under Contract: E&I CNR01439 Catalog (CNR01439), in the amount of \$124,594.04.

Board Member Jouen asked how often equipment at the college is replaced. CIO Estes noted that it will vary by type of equipment, but the goal was not to replace anything before it reaches 4 years at the college.

*Mr. Jouen made a motion to approve the purchase of purchase Computers, LCD Projectors, Printers and iMac systems from CDWG piggybacking on Contract: E&I CNR01439 Catalog (CNR01439), in the amount of \$124,594.04. Mr. Leslie seconded. **The motion carried upon a roll-call vote with Ms. Laughter, Mr. Robinson, Mr. Jouen, Mr. Leslie, and Chair Lucero voting in favor. There were no votes against.***

6.B.3. Request to Approve Northeast Arizona Training Center (NATC) Board Chair

Interim VPLSS Solomonson reviewed the request to appoint Jeremy Raisor as Chair of the NATC Board.

Board Member Robinson asked who else served on the board. VPLSS Solomonson responded that David Huish and Brian Gardner served in the other positions and were assisted by Jon Wisner.

*Mr. Robinson made a motion to appoint Jeremy Raisor as Chair of the NATC Board. Mr. Leslie seconded. **The motion carried upon a roll-call vote with Ms. Laughter, Mr. Robinson, Mr. Jouen, Mr. Leslie, and Chair Lucero voting in favor. There were no votes against.***



6.B.4. Request to Approve 2021-2022 and 2022-2023 In-District Tuition & 2021-2022 Fees
VPAS Ellison reviewed the tuition and fees schedules for upcoming years highlighting the requested Board changes to add an In-District rate for Navajo County residents.

Board Member Robinson thanked staff, particularly VPAS Ellison and those from the Business Office to assisted with the In-District Tuition Rate. Chair Lucero added that he also thought this would be a great benefit to Navajo County residents but felt there still needs to be a method of verifying residency. VPAS Ellison stated that the college would continue to explore options to verify residency within Navajo County and would be bringing the findings back to the Board.

Mr. Robinson made a motion to adopt the 2021-2022 and 2022-2023 In-District Tuition rates 2021-2022 fees as presented. Mr. Leslie seconded.

Chair Lucero noted that he felt the requested changes were not complete due to the lack of verification of residency that the Board requested.

Board Member Jouen thanked VPAS Ellison and the Business Office staff for preparing the proposal and fully supports the In-District Tuition rate and is confident staff will do their best to make sure the policy is not abused.

Chair Lucero asked if the verification will be to allow students to self-identify as Navajo County residents. VPAS Ellison noted that the current ERP system allowed for one address, the billing address, and modifications may be possible but the college will have to work with the vendor on possible solutions. Any solution would not be in place by the opening of the Fall semester. Till more research can be completed the student would be asked to confirm their residency. Chair Lucero asked when the Board might expect to hear more. VPAS Ellison suggested information could be available in a couple of months.

The motion carried upon a roll-call vote with Ms. Laughter, Mr. Robinson, Mr. Jouen, Mr. Leslie, voting in favor. Chair Lucero voted against.

6.B.5. Request to Approve External Hearing Officers

Interim President Swarouth addressed the request in CHRO Ficken's absence noting Procedure 2755 requires that the District Governing Board approve a list of acceptable hearing officers on an annual basis. The hearing officers presented have all agreed to serve if contacted.

Chair Lucero asked if the individuals listed were experienced in the matters they might expect to receive from the college. Interim President Swarouth responded that they were and most have served the college in previous years.

Mr. Robinson made a motion to approve the list of Hearing Officers for 2021 as presented. Mr. Jouen seconded. The motion carried upon a roll-call vote with Ms. Laughter, Mr. Robinson, Mr. Jouen, 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

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, April 20, 2021 at 9 a.m.

Agenda Item 10: Adjournment

The meeting was adjourned at 10:53 a.m. upon a motion by Mr. Jouen and a second by Mr. Leslie. The motion carried upon a roll-call vote with Ms. Laughter; Mr. Jouen, Mr. Robinson, Mr. Leslie, and Chair Lucero, voting in favor. There were no votes against.

Respectfully submitted,



Paul Hempsey
Recording Secretary to the Board

