

**COCONINO COMMUNITY COLLEGE
DISTRICT GOVERNING BOARD**

REGULAR MEETING

FEBRUARY 22, 2017



**COCONINO COMMUNITY COLLEGE
MINUTES OF A REGULAR MEETING
OF THE
DISTRICT GOVERNING BOARD
FEBRUARY 22, 2017**

A Regular Meeting of the Coconino Community College District Governing Board was held in the Board Room at the Lone Tree Campus at 2800 S. Lone Tree Road, Flagstaff, Arizona 86005. Board Chair, Ms. Patricia Garcia, called the meeting to order at 6:00 pm.

PRESENT: Patricia Garcia
Lloyd Hammonds
Marie Peoples
Nat White

ABSENT: Patrick Hurley

Also Present: Dr. Colleen Smith, CCC President; Ms. Suzanne Adams-Ockrassa, Mr. Scott Andrew, Dr. Monica Baker, Mr. Dan Begay, Ms. Colleen Carscallen, Mr. Isaac Gabbias, Dr. Dudley Gardner, Mr. Brian Harris, Ms. Veronica Hipolito, Mr. Jeff Jones, Dr. Michael Merica, Ms. Siri Mullaney, Ms. Laura Rosensweet, Ms. April Sandoval, Mr. Dietrich Sauer, Mr. Scott Talboom, Ms. Mary Talentinow, Ms. Jami Van Ess, and Mr. Bob Voytek.

Reports, summaries, background material and other documents referred to in these minutes can be found in the February 22, 2017 documents file.

Follow Up

- Dr. Nat White asked for statistics on the bus ridership that show what area of town riders start from. Ms. Veronica Hipolito will follow up with NAIPTA to see if that data is available.

Important Dates

March 22, 2017

DGB Meeting

ADOPTION OF AGENDA

Mr. Lloyd Hammonds moved to approve the agenda and Dr. Marie Peoples seconded the motion. The agenda was approved as presented.

ADOPTION OF CONSENT AGENDA

Minutes of the Work Session, January 25, 2017
Minutes of the Regular Meeting, January 25, 2017
Separations/New Hires

Dr. Marie Peoples moved to approve the Consent Agenda and Dr. Nat White seconded the motion. The motion was unanimously approved.

FOLLOW UP ITEMS

There were no follow up items.

INTRODUCTION OF GUESTS

Mr. Scott Talboom introduced two students in the NAU Community College graduate program, Mr. Scott Andrew and Mr. Isaac Gabbias. Mr. Talboom also introduced Ms. Suzanne Adams-Okcrassa, Reporter for the Arizona Daily Sun.

CALL TO THE PUBLIC

There was no response to the call to the public.

ACTION ITEMS

Tuition and Fees – Ms. Jami Van Ess

Ms. Jami Van Ess presented the proposed tuition, differential tuition increases, non-class fees, and reinstating the senior citizen discount. The tuition and fees items proposed included the following:

Tuition Increase

\$3 per credit hour to the standard tuition rate

Differential Tuition Increases

Increase from Level 2 (\$10) to Level 3 (\$15)

- CTM 115, 123, 124, 150, 151, 224
Cost of supplies increased, such as copper, etc

Increase from Level 3 (\$15) to Level 4 (\$20)

- BIO 105, GLG 101, GLG 102
Cost of field trips

Non-Class fees

Non-Class Fee Description	FY17 Adopted Fees	Fee (+/-) Changes	FY18 Proposed Fees	Reason for Change
FACTS processing fee	\$ 5.00	\$ (5.00)	\$ -	Eliminated (student pays \$25 vendor fee)
Copying Fee - Per Page	0.10	0.15	0.25	Increase standard rate
Long Distance - first page	3.00	(2.00)	1.00	Reduce
Late Graduation Application Fee		-	-	Change behavior
CCC STUDENTS ONLY				
ATI Nursing Pre-entrance Exam (Proctor fee \$10 Cost of Test \$55 total Fee \$65)	65.00	-	65.00	No Change
NON CCC STUDENTS				
Nursing --ATI Nursing Pre-entrance Exam (Proctor fee \$30, Cost of Test \$55 total Fee \$85)	65.00	20.00	85.00	To cover increased cost of test
Facility Charges	-		TBD	

Senior Citizen Discount

- 25% tuition discount, Age 65, 6 credit hour total

Ms. Van Ess recommended that the District Governing Board adopt a motion approving the tuition and fees for FY 2018 as presented.

Mr. Lloyd Hammonds made a motion to approve the tuition and fees for FY 2018 as presented. Dr. Nat White seconded the motion.

Discussion on the motion focused on the following topics:

- Tuition and fees are now the largest source of revenue for the College.
- Dr. Nat White suggested that a \$3 tuition increase is the best the College can do in balancing the needs of our students with the needs of the College. This increase is moderate and does not come near to the amount needed to balance the budget in the long term.
- Mr. Lloyd Hammonds pointed out that there were no frills or extras included in the suggested tuition increase. The increase is essentially mandated by the accreditation requirements of the Higher Learning Commission for full time faculty. The College currently has a very low percentage of classes being taught by full time faculty members and as an institution of higher learning, the College needs to address this issue as soon as possible.
- Dr. Marie Peoples fully supports the tuition increase but recognizes the hardship it may cause the students we serve. Dr. Peoples feels that part of our goal as a community college is to provide an affordable education. Due to the needs of the College and the fact that the most recent override effort did not pass, the Board is left with very few options to ensure that the College continues to provide quality education.
- Ms. Garcia will support this increase but she does worry that with every dollar increase, the College is pricing students out. Ms. Garcia also agrees that there are no other options to increase revenue at this time but is still concerned about this increase.

The motion was unanimously approved.

Dr. Nat White stated that the College's tuition is higher than any other community college in Arizona, the cost of living is significantly higher than other parts of the state, and the College's base tax rate is almost a quarter of the next lowest college in the state. All of these items place our students in a difficult situation.

Optional Retirement Program- Ms. Jami Van Ess

Ms. Jami Van Ess presented an item to discontinue the optional retirement program (ORP) effective July 2016. Any current employees in the optional retirement plan would be grandfathered in and allowed to remain in the plan. When the plan was proposed, it was considered as an incentive that would help recruit and retain staff and there are currently approximately twelve employees in the plan. The plan is very complex and the College has not been able to meet all of the requirements for the plan with our current staffing levels. No employees have signed up for the optional retirement program in the last year and a half. Employees who enroll in the optional retirement plan do so in place of the Arizona State Retirement System. There are supplemental retirement savings options available to employees as well.

Ms. Van Ess recommended that the District Governing Board adopt a motion to approve the ORP Plan Amendment and authorize the President to sign the amendment.

Mr. Lloyd Hammonds made a motion to adopt the recommendation with respect to approving the ORP plan amendment and authorize the president to sign the amendment. Dr. Marie Peoples seconded the motion and it was unanimously approved.

Clinical Practicum Agreements, Nextcare Urgent Care – Ms. Jami Van Ess

Ms. Jami Van Ess asked Ms. Mary Talentinow to present this item. This clinical practicum agreement deviates from the format approved by the Board in the Fall of 2016. There is a need for many clinical placement sites for allied health students as the number of students has been growing and placement sites in Flagstaff often only allow a small number of students at each site. Ms. Talentinow reviewed the differences between the approved template and the agreement for Nextcare Urgent Care.

Ms. Mary Talentinow made a recommendation that the District Governing Board adopt a motion authorizing the College President to sign the clinical practicum agreement with Nextcare urgent care, in its revised format as presented herein.

Mr. Lloyd Hammonds made a motion that the Board approve and authorize the College President to sign the clinical practicum agreement with Nextcare Urgent Care. Dr. Marie Peoples seconded the motion.

Discussion on the motion related to Dr. Marie Peoples' suggestion to review the language being suggested by the clinical practicum facilities to see if there are some common items that could be used to update the College's standard template.

The motion was unanimously approved.

Foundation Donation Acceptance (ITV Equipment) – Mr. Scott Talboom

Mr. Scott Talboom presented this item. The Foundation was approached by Jim Hunter, the Page Instructional Site Director, about the quality of the audio transmission for ITV to the Page Instructional Site. The Foundation had funds available for the Page area that had not been designated to other efforts. In accordance with the Foundation's procedures, the request was developed by Mr. Hunter and the IT Department and brought to the Foundation Board of Directors for approval. The proposal in the amount of \$2,907.96 was approved and the equipment was installed in January.

Mr. Lloyd Hammonds appreciates the donation and will support it. However, he feels it is the responsibility of the College to pay for items that are related to the quality of instruction and should not have to rely on a donation for this type of equipment.

Dr. Marie Peoples made a motion to accept the donation of the ITV equipment from the CCC Foundation for use in the College's instructional programs. Dr. Nat White seconded the motion and it was unanimously approved.

INFORMATION REPORTS

District Governing Board

Academic Affairs - Dr. Dudley Gardner

Dr. Dudley Gardner spoke about the work Academic Affairs is doing to address challenges. The College is making great strides in meeting the Higher Learning Commission requirements for faculty credentialing; in the area of assessment of student learning; in increasing the quality of our online classes; and in increasing the course offerings at the Fourth Street Campus.

Mr. Hammonds commended Dr. Gardner, the Academic Affairs Leadership and the Faculty on their responsiveness to the requirements for faculty credentialing and assessment. The Board seconded his comments.

Business Administrative Services – Ms. Jami Van Ess

Budget Status Report

Ms. Jami Van Ess reviewed the Budget Status Report. For additional details on the report, please see the February 22, 2017 documents file.

Dr. Nat White commended Ms. Van Ess on her budget presentations for being easy to understand.

Student Engagement - Ms. Veronica Hipolito

NAIPTA Bus Pass Update

Ms. Veronica Hipolito acknowledged Ms. Jami Van Ess and Mr. Scott Talboom for their assistance with the pilot project of the Northern Arizona Intergovernmental Transit Authority (NAIPTA). Ms. Hipolito reviewed a summary of the pilot project created by NAIPTA with the Board. For additional details on the summary, please see the February 22, 2017 documents file.

NAIPTA is partnering with the College to offer a very large discount for bus passes. This project is resulting in more than 50 students using the bus pass instead of bringing a vehicle to campus. NAIPTA has offered to extend the pilot for one additional year at our current cost to collect more data and allow both NAIPTA and the College to consider ways to make the program financially sustainable.

Dr. Nat White asked for statistics on the bus ridership that show what area of town riders start from. Ms. Veronica Hipolito will follow up with NAIPTA to see if that data is available.

President's Information Report Dr. Colleen Smith

Dr. Colleen Smith highlighted a few items on the President's Report and spoke to the Board about some of the efforts not included in the report. Dr. Smith highlighted the changes made to the welcome center and the compliments the College has received about the work of Ms. Amanda Gonzales, the person staffing the welcome center. The Office of the President has been working with ITS, Marketing, and Facilities on renovations for conference Room 201. Dr. Smith also highlighted the many wonderful things the College is doing in service to our community both statewide and internationally.

The Board congratulated Dr. Smith on being awarded a Goodwill Impact Award and thanked her for representing the College so well in the community.

ANNOUNCEMENTS AND FUTURE AGENDA ITEMS

The next District Governing Board meeting will be March 22, 2017.

The next Foundation Board meeting will be April 11, 2017 (tentative).

MEETING EVALUATION

The meeting room was too cold for today's meeting.

ADJOURNMENT: Dr. Marie Peoples made a motion to adjourn the meeting at 7:00 pm. The motion was seconded by Mr. Lloyd Hammonds and unanimously approved.

MINUTES PREPARED BY:

Ms. April Sandoval
Board Recorder

Mr. Lloyd Hammonds
Vice Chair/Secretary of the Board

Ms. Patricia Garcia
Board Chair