

**COCONINO COMMUNITY COLLEGE  
DISTRICT GOVERNING BOARD**

**REGULAR MEETING**

**MARCH 13, 2019**



**COCONINO COMMUNITY COLLEGE  
MINUTES OF A REGULAR MEETING  
OF THE  
DISTRICT GOVERNING BOARD  
MARCH 13, 2019**

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 5:59 pm.

**PRESENT:** Patricia Garcia  
Lloyd Hammonds  
Patrick Hurley  
Marie Peoples  
Nat White

**ABSENT:** None

Also Present: Dr. Colleen Smith, CCC President; Ms. Ali Applin, Ms. Randi Axler, Dr. Kimberly Batty-Herbert, Mr. Keith Becker, Ms. Colleen Carscallen, Ms. Katherine Costa, Ms. Cynthia Dorfsmith, Mr. Brian Francis, Ms. Kimmi Grulke, Mr. Brian Harris, Mr. Larry Hendricks, Ms. Veronica Hipolito, Mr. Jeff Jones, Ms. Maya Lanzetta, Ms. Kay Leum, Ms. Rosa Mendoza Logan, Dr. Michael Merica, Dr. Gonzalo Perez, Mr. Steve Peru, Mr. Anthony Rivera, Ms. Suzzanna Rodriguez, Ms. April Sandoval, Mr. Dietrich Sauer, Mr. Bobby Sedillo, Dr. Nate Southerland, Mr. Kurt Stull, Mr. Scott Talboom, Ms. Jami Van Ess, Mr. Bob Voytek, Ms. Kimberly Walker, Mr. Brian Wilson, and Ms. Isabella Zagare.

Reports, summaries, background material and other documents referred to in these minutes can be found in the March 13, 2019 documents file.

**Follow Up**

- None

**ADOPTION OF AGENDA**

Dr. Marie Peoples moved to approve the agenda, and Dr. Nat White seconded the motion. The agenda was approved as presented (Ms. Garcia, Mr. Hammonds, Mr. Hurley, Dr. Peoples, and Dr. White voting in favor).

**ADOPTION OF CONSENT AGENDA**

Minutes of a Work Session – January 16, 2019

Minutes of a Regular Meeting – January 16, 2019

Minutes of a Work Session (Budget Retreat) – January 28, 2019

Minutes of a Work Session (Budget Retreat 2) – February 6, 2019

Separations/New Hires

Mr. Patrick Hurley moved to approve the Consent Agenda, and Dr. Nat White seconded the motion. The motion was unanimously approved (Ms. Garcia, Mr. Hammonds, Mr. Hurley, Dr. Peoples, and Dr. White voting in favor).

### **FOLLOW UP ITEMS**

Ms. Patricia Garcia reviewed the follow-up items with the Board. All items have been completed.

### **INTRODUCTION OF GUESTS**

Ms. Ali Applin introduced Ms. Kimberly Walker, NAU student from the master's program in Educational Leadership.

### **CALL TO THE PUBLIC**

There was no response to the call to the public.

### **ACTION ITEMS**

#### **Tuition and Fees Fiscal Year 2020** – Ms. Jami Van Ess

Ms. Jami Van Ess reviewed the options presented to the Board concerning tuition increases. For additional details on these options, please see the March 13, 2019 documents file.

The Board discussed the various tuition options.

Dr. Nate White is comfortable with option 4, a \$3 per credit hour increase given what the College is trying to do and the various priorities the College has. This increase does provide a conservative budget to meet all priorities.

Mr. Lloyd Hammonds supports option 4, a \$3 per credit hour increase. Mr. Hammonds made a motion to adopt option 4, a \$3 increase as presented. Mr. Patrick Hurley seconded the motion.

Dr. Marie Peoples was not supportive of a \$3 tuition increase because of the economic situation our students face, cost of living, and because the Board has voted on tuition increases for several years.

Mr. Patrick Hurley asked Mr. Hammonds to withdraw his motion in favor of allowing the Board to review compensation and benefits options before tuition options. Mr. Hammonds withdrew the motion, and Mr. Hurley withdrew his second.

The Board reviewed the salary and benefits options and expressed a desire to act on these items before deciding on tuition and fees.

#### **Salary and Benefits Fiscal Year 2020** – Ms. Jami Van Ess

Ms. Jami Van Ess reviewed the many options presented for salaries, faculty additional duty pay, employee medical, annual dependent medical contribution, employee dental benefits, and dependent life insurance benefits.

Dr. Nat White made a motion to approve salary option 3, a 2% increase in salaries. Mr. Lloyd Hammonds seconded the motion. There was no discussion on the motion. The motion was

unanimously approved (Ms. Garcia, Mr. Hammonds, Mr. Hurley, Dr. Peoples, and Dr. White voting in favor).

Dr. Nat White made a motion to approve faculty additional duty pay option 3, a 2% increase. Mr. Lloyd Hammonds seconded the motion. There was no discussion on the motion. The motion was unanimously approved (Ms. Garcia, Mr. Hammonds, Mr. Hurley, Dr. Peoples, and Dr. White voting in favor).

Mr. Patrick Hurley made a motion to approve employee medical benefits option 3, a 2% increase paid by the College, 0% paid by employees. Dr. Nat White seconded the motion. There was no discussion on the motion. The motion was unanimously approved (Ms. Garcia, Mr. Hammonds, Mr. Hurley, Dr. Peoples, and Dr. White voting in favor).

Mr. Patrick Hurley made a motion to approve annual dependent medical employer contribution option 4, which would provide \$864 annually for employee plus one coverage and \$3,084 annually for employee plus family. The motion was seconded by Dr. Nat White. Discussion on the motion focused on providing benefits that only apply to some employees and whether this amount was an annual or monthly contribution. Dr. Marie Peoples asked that in the future, the College break out annual and monthly costs for any benefits options. The motion was unanimously approved (Ms. Garcia, Mr. Hammonds, Mr. Hurley, Dr. Peoples, and Dr. White voting in favor).

Mr. Patrick Hurley made a motion to approve annual employee dental benefits option 1, to continue with the current provision for this benefit with nothing being paid by the College. Dr. Marie Peoples seconded the motion. Discussion on the motion focused on whether the Board should approve this option or pay half the cost of employee dental. A vote was called on the motion, and it was approved (Mr. Hurley, Ms. Garcia, and Dr. Peoples voting yes; Dr. White and Mr. Hammonds voting no).

Mr. Patrick Hurley made a motion to move forward with annual dependent life option 1 which included no increase for the College but does continue employees' current \$2,000 benefit. Dr. Marie Peoples seconded the motion. A vote was called on the motion and it was approved (Mr. Hurley, Ms. Garcia, Mr. Hammonds, and Dr. Peoples voting yes; Dr. White voting no).

The discussion returned to tuition and fees. The changes made to salaries and benefits will incur a projected cost of \$366,312. This amount includes increases in benefits based on salary rates and an upcoming mandatory increase in employer contributions to the Arizona State Retirement System.

Mr. Patrick Hurley made a motion to improve a \$2 per hour tuition increase. Discussion on the motion included questions on how Mr. Hurley decided on the \$2 tuition increase option which would generate \$122,000 in revenue; whether this option would create a budget shortfall; if this amount would cause a decrease in the College's equipment fund; and how an out of county tuition differential could raise additional funds. The motion was unanimously approved (Ms. Garcia, Mr. Hammonds, Mr. Hurley, Dr. Peoples, and Dr. White voting in favor).

Mr. Patrick Hurley made a motion to approve out of county differential tuition option 2, a 110% out of county tuition rate which equates to an increase for these students of approximately \$10 per credit hour. Dr. Nat White seconded the motion.

Discussion on the motion included the idea that it seemed to be reasonable to try this tuition option for a year and the Board's reluctance to support a higher increase. The amount raised with this increase would provide the funds needed to cover compensation and benefits increases and provide additional funds. The Board asked how those additional funds would be used. Ms. Jami Van Ess suggested that these funds could be used to avoid having to remove \$55,000 from the equipment budget, to consider additional budget increment increase requests, and be used to make progress in areas the College would like to work on such as recruitment. The Board did express that it is challenging for them to consider raising tuition without a targeted and purposeful use for the funds.

A vote was called on the motion, and it was approved (Mr. Hurley, Ms. Garcia, Mr. Hammonds, and Dr. White voting yes; Dr. Peoples voting no).

Mr. Patrick Hurley made a motion to approve the suggested differential tuition rate decreases. Dr. Nat White seconded the motion. Discussion on the motion focused on what these funds are used for. The motion was unanimously approved (Ms. Garcia, Mr. Hammonds, Mr. Hurley, Dr. Peoples, and Dr. White voting in favor).

Mr. Patrick Hurley made a motion to approve the decrease to the non-class fee for calculator rentals. Dr. Marie Peoples seconded the motion, and it was unanimously approved (Ms. Garcia, Mr. Hammonds, Mr. Hurley, Dr. Peoples, and Dr. White voting in favor).

Mr. Patrick Hurley made a motion to approve the elimination of the \$20 employee parking fee. Dr. Nat White seconded the motion, and it was unanimously approved (Ms. Garcia, Mr. Hammonds, Mr. Hurley, Dr. Peoples, and Dr. White voting in favor).

**DGB Policies and Procedures Approval** – Ms. Patricia Garcia

**Policy 26-00 and Procedure 26-01 Naming of College Facilities and Programs**

Dr. Marie Peoples made a motion to adopt the changes to Policy 26-00. Dr. Nat White seconded the motion, and it was unanimously approved (Ms. Garcia, Mr. Hammonds, Mr. Hurley, Dr. Peoples, and Dr. White voting in favor).

Mr. Patrick Hurley made a motion to adopt the changes to Procedure 26-01. Dr. Marie Peoples seconded the motion, and it was unanimously approved (Ms. Garcia, Mr. Hammonds, Mr. Hurley, Dr. Peoples, and Dr. White voting in favor).

**Policy 31-00 and Procedure 31-01 Agenda Building**

Dr. Marie Peoples made a motion to adopt the changes to Policy 31-00 and Procedure 31-01. Mr. Patrick Hurley seconded the motion, and it was unanimously approved (Ms. Garcia, Mr. Hammonds, Mr. Hurley, Dr. Peoples, and Dr. White voting in favor).

## **INFORMATION REPORTS**

### **District Governing Board**

The Foundation Board has not met since the last meeting but will participate in a retreat on March 14, 2019. AACCT and the Alliance have also not met.

### **Academic Affairs and Student Development** – Dr. Nate Southerland

Dr. Nat Southerland recognized Ms. Veronica Hipolito for her long and distinguished career at the College including serving as Interim President. Ms. Hipolito is leaving the College for a new position with Chandler-Gilbert Community College.

Academic Affairs has selected six faculty members to serve as lead faculty. This role will support curriculum work, assist in supervising part-time faculty, and allow for more leadership for dual enrollment faculty.

There is currently a search process underway for faculty in the areas of Physics and English and a Director for the Nursing program.

The College is starting to ramp up on both community education and workforce training. This includes possible community partnerships in the medical and veterinary technician areas.

### **President's Report** - Dr. Colleen Smith

Dr. Smith thanked Ms. Veronica Hipolito for her long-standing commitment to the College and her work in helping Dr. Smith transition in as the College's President.

Dr. Colleen Smith discussed updates to the organizational structure of the College and changes in responsibilities. The College is continuously working to reallocate funding to meet the needs of the College and uses positions that are vacated to fill the most significant needs of the College. The departure of Emily Lizotte in the role of Academic Operations Coordinator allowed the college to create faculty lead positions to address needs in the areas of part-time faculty and curriculum. The departure of Mr. Ron Hurle as Chief Innovation Officer/Vice President gave the opportunity to welcome Brian Wilson as the new leader in the IT area. Additional information in the board packet reviews how the college is restructuring these and other positions to provide a savings of \$47,000 to the College. There is also a sample organizational chart for what the Foundation and Marketing and PR departments might look like with the retirement of Mr. Scott Talboom. These changes provide for the same number of employees in these areas but reallocated them to bring on Steve Peru as Chief Development and Government Relations Officer and Ali Applin as Chief Marketing and Community Engagement Officer.

Dr. Smith highlighted some items included in the President's Report. For additional details on the report, please see the March 13, 2019 documents file.

Dr. Smith also discussed the College's participation in the first ever review of the College from the Department of Education. The College was randomly selected for this audit which resulted in five, minor findings. Additional information will be shared with the Board once the College receives the final report from the audit.

Dr. Smith complimented the Board on their collegiality in tonight's discussions, their engagement in these discussions, and in asking questions. She thanked the Board for putting so much time and thought into these efforts and what they do for employees.

Dr. Nat White asked to comment on a couple of items. Dr. White, Kay Leum, and Mr. Jim Hunter attended the Colorado Plateau Economic Symposium in Page last week. That event focused on how a town that relies on coal can make a comeback when that industry is eliminated. Dr. White also asked if there were any of the College's participants in the Small business Development Center statewide awards ceremony. Finally, Dr. White suggested that the College consider items related to high school recruitment including banners on tables at the school and sports fields at the high schools. Dr. White also thanked the Board for postponing the February meeting as he was out of town.

The Board thanked Ms. Veronica Hipolito for her service to the College and acknowledged the level of commitment she showed while serving as Interim President. The Board also extended their thanks for the work done and service to the College.

#### **ANNOUNCEMENTS AND FUTURE AGENDA ITEMS**

The next District Governing Board meeting will be April 17, 2019

The next Foundation Board meeting will be March 14, 2019.

#### **MEETING EVALUATION**

Dr. Nat White suggested adding a suggested number of minutes to each agenda item. Other Board members suggested alternative ways to track time and the College has received legal advice in the past advising against this practice.

Ms. Garcia also reminded board members that they can ask for additional information whenever they would like rather than waiting for a meeting to ask questions.

ADJOURNMENT: Mr. Patrick Hurley made a motion to adjourn the meeting at 7:36 pm. The motion was seconded by Dr. Marie Peoples and unanimously approved (Ms. Garcia, Mr. Hammonds, Mr. Hurley, Dr. Peoples, and Dr. White voting in favor).

#### **MINUTES PREPARED BY:**

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Ms. April Sandoval  
Board Recorder

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Dr. Marie Peoples  
Vice Chair/Secretary of the Board

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Ms. Patricia Garcia  
Board Chair