

**COCONINO COMMUNITY COLLEGE
DISTRICT GOVERNING BOARD**

WORK SESSION

OCTOBER 29, 2019



**COCONINO COMMUNITY COLLEGE
MINUTES OF A WORK SESSION
OF THE
DISTRICT GOVERNING BOARD
OCTOBER 29, 2019**

A Work Session 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 4:05 pm.

PRESENT: Patricia Garcia
Patrick Hurley
Joseph R. Smith
Nat White

ABSENT: Marie Peoples

Also Present: Dr. Colleen Smith, CCC President; Mr. Keith Becker, Ms. Sarah Benton, Mr. Brian Francis, Ms. Kimmi Grulke, Dr. Laretta Henderson, Mr. Gregory Jay, Mr. Jeff Jones, Ms. Anjeanette Lang, Ms. Kay Leum, Dr. Gonzalo Perez, Mr. Anthony Rivera, Ms. April Sandoval, Mr. Dietrich Sauer, Mr. Bobby Sedillo, Dr. Nate Southerland, Mr. Kurt Stull, Mr. Tony Williams, Mr. Brian Wilson, and Ms. Isabella Zagare.

Reports, summaries, background material, and other documents referred to in these minutes can be found in the October 29, 2019 documents file.

Follow Up

- Dr. Nate Southerland was asked to bring additional information on how the new career and technical education programs would be advertised and make sure the public is aware of these programs.
- The Board would like to have a point of contact phone number for someone in the College that they could program into their phones and would be used notifications in case of an emergency, so they know that the call is related to an emergency.

DISCUSSION/INFORMATION ITEMS

1. Follow-Up Items

Ms. Garcia reviewed the outstanding follow-up items. The items related to the Board and the President's evaluation are still outstanding.

2. Discussion Items

A. Proposals for New Programs – Dr. Nate Southerland

i. Cyber Security

Dr. Nate Southerland, Mr. Jeff Jones, and Ms. Kay Leum reviewed program proposals that are being presented today as the Board will consider approving these programs at their next meeting. The College received just over 1 million dollars in one-time funding from the Arizona State Legislature to support Career and Technical Education programs. Academic and Student Affairs considered proposals for programs that could use those funds as startup funding and become programs that the College could sustain once they are up and running. In addition to the programs being discussed today, Academic Affairs is also considering veterinary technician, automotive technician,

and commercial driver's license programs and will bring those program proposals forward once they are ready for review.

Mr. Jeff Jones presented the Cyber Security Program and discussed recent changes to the computer information systems classes, degrees, and certificates that have resulted in increased interest in CIS programs. The College's current programs could be expanded to also focus on Cyber Security with the addition of one additional faculty member. This would also allow the addition of a certificate in cybersecurity that could be completed on its own to get students into an entry-level job and provide the foundation for a new associate's degree. The materials for today's meeting included business plans for both programs that included labor market demand, student demand, and financial forecasts for each program.

Questions from board members focused on the following topics:

- How new classes would align with the current program and national standards for cybersecurity programs
- The length of the program
- Various ways high school or industry professionals would enter the program
- National trends for shorter workforce preparedness programs
- Plans to support students in completing certification examinations
- Projected losses for this program based on the lower faculty to student ratio

The Board and Academic and Student Affairs are committed to keeping deficits for career and technical education programs to a minimum. Those types of programs are more expensive than other programs due to the lower faculty to student ratios and needs for expensive equipment. The College is reallocating funds for programs by using retirements and other attrition and will use the one-time funding to cover start-up costs for the program. Following the first year of the program, the College will assess the effectiveness of the program and considering whether or not the program should be continued. The College is also pursuing grant funding and other funding streams, as well as adding differential tuition when possible.

Additional topics discussed and questions included the following:

- This importance of this program to the County due to ongoing cybersecurity issues and the launches of similar programs at NAU that provide a longer-term path for career advancement.
- Concern that the College might start a program because of high demand but exhaust that demand in the first year or so. Dr. Nate Southerland talked about a CAVIAT class that is interested in continuing their education as a cohort that will provide the first class for the program without any outside demand.
- Concerns about all career and technical education programs and a desire for the College to consider programs that will allow residents to stay and work in Coconino County.
- A suggestion from the robust advertising program for specific certificates/programs in the workforce development area.
- The requirements needed for faculty members to stay current in their knowledge and certifications to stay ahead of the needs of this program.
- Adding training in cybersecurity for local employers/community members through non-credit options.

Dr. Nate Southerland was asked to bring additional information on how the new career and technical education programs would be advertised and make sure the public is aware of these programs.

ii. Marine Maintenance Technology

Ms. Kay Leum discussed the Marine Maintenance Technology program proposal. The impetus for the program comes from increased visitors to Glen Canyon National Recreation Area; closure of the Navajo Generating Station, the resulting opportunities for retraining and reemployment from that population and an aging population in the marine maintenance technology sector in Page. There are only five programs like this that exist west of the Mississippi, so this program could become a draw for students across the Southwest.

The program has also been created in a model that will accommodate the high tourist season in Page with much of the work in the program happening during the last half of the Fall semester and the first part of Spring semester. The Page community has also offered to provide equipment and training locations to create a true community program. The program could also provide housing for the College and workforce in Page.

Other programs in the U.S. are overfull and have to turn students away, so provide great opportunities for recruitment. CAVIAT prepares students for this program and is routinely running 12 to 15 students in their programs. We want to start the program by having these high school students serve as a pipeline for this program and internships. Marine maintenance is a top-five choice for high school students at Page High School and is an industry with projections for increased job market and a good average pay rate for entry-level positions.

The Board felt that this program included many of the attributes they had requested in programs but expressed concern that the program would graduate more students than there were jobs for in Page. The employers in that area are ready for a more trained workforce, and because there are no other programs in the area, this could become a magnet program for Page.

Mr. Joey Smith stated that as an employee of Antelope Point Marina, this program would greatly benefit his employers. Antelope Point has filled many of the year-round jobs, but there will be additional employment opportunities when the marina expands. There are also many supplemental programs that could be added to fill needs in other areas of the community, and existing programs like the Certified Apartment Maintenance Technical program could have modules that would add value to this program.

Mr. Patrick Hurley suggested pursuing a partnership with Aramark because they may have housing available in the offseason. There may also be partnership opportunities with hotels looking for revenue in the offseason. There are concerns that Page may not have the housing capacity for students in the program or those that go on to join the workforce in Page.

B. Safety and Security Update

Mr. Gregory Jay gave a safety and security update and presented the board with reports related to the Clery Act, including the 2019 Annual Security Report and Security Daily Log Entry Report. Mr. Jay talked about training and partnership opportunities, current and future initiatives, the Stop the Bleed campaign, the College's participation as a Closed Point of Distribution for public health emergencies, a new intruder and door system, implementation of new reporting system for the Security

department that assists with Clery and Title IX tracking, and College Safety Day. Please see the October 29, 2019 documents file for details on the report.

Mr. Patrick Hurley and Dr. Nat White appreciated the level of detail in this report and the overview it gave of the security department.

The Board asked questions related to:

- The type of training security staff receives.
- Whether or not the College had automatic external defibrillators (AED) and where they were located.
- Whether staff at the Page campus were also included in training opportunities.
- Items that would be included in a continuity of operations plan.
- How the Board would be notified in the event of an emergency.
- What is included in an active shooter drill.
- The size of the security staff at each campus.

The Board would like to have a point of contact phone number for someone in the College that they could program into their phones and would be used notifications in case of an emergency, so they know that the call is related to an emergency.

Dr. Colleen Smith thanked Mr. Jay for all the collaborative work he is doing and the amount of training that has been added to the security program. Dr. Smith noted that the College's safety and security program has greatly improved under Mr. Jay's leadership.

C. Draft 2020 Meeting Schedule, Retreat Dates, and Standing Agenda Items

The Board was asked to review the draft 2020 meeting schedule and retreat dates. If you have any questions, schedule conflicts, or additional changes, please send that information to Ms. April Sandoval.

ADJOURNMENT: The Work Session Adjourned at 5:24 pm.

MINUTES PREPARED BY:

Ms. April Sandoval
Board Recorder

Dr. Marie Peoples
Vice Chair/Secretary of the Board

Ms. Patricia Garcia
Board Chair