

**COCONINO COMMUNITY COLLEGE
DISTRICT GOVERNING BOARD**

REGULAR MEETING

FEBRUARY 24, 2020



**COCONINO COMMUNITY COLLEGE
MINUTES OF A REGULAR MEETING
OF THE
DISTRICT GOVERNING BOARD
FEBRUARY 24, 2020**

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 5:45 pm.

PRESENT: Patricia Garcia
Marie Peoples
Joseph R. Smith
Nat White

ABSENT: Patrick Hurley

Also Present: Dr. Colleen Smith, CCC President; Ms. Randi Axler, Mr. Keith Becker, Ms. Sarah Benton, Ms. Kimmi Grulke, Mr. Jeff Jones, Mr. Tom Lehman, Ms. Kay Leum, Ms. Gail Lowe, Dr. Michael Merica, Mr. Steve Peru, Mr. Anthony Rivera, Ms. Suzzanna Rodriguez, Mr. Dave Rudakewich, Ms. April Sandoval, Mr. Dietrich Sauer, Mr. Bobby Sedillo, Dr. Nate Southerland, Mr. Kurt Stull, Ms. Juanita Tarango, Ms. Jami Van Ess, Mr. Bob Voytek, Mr. Anthony Williams, and Ms. Isabella Zagare.

Reports, summaries, background material, and other documents referred to in these minutes can be found in the February 24, 2020 documents file.

Follow Up

- None

ADOPTION OF AGENDA

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

ADOPTION OF CONSENT AGENDA

Minutes of a Work Session – January 15, 2020
Minutes of a Regular Meeting – January 15, 2020
Minutes of a Work Session – January 27, 2020
Separations/New Hires

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

FOLLOW UP ITEMS

Ms. Patricia Garcia reviewed the follow-up items with the Board. All follow-up items were addressed in the board packet for this meeting.

INTRODUCTION OF GUESTS

Mr. Steve Peru introduced Ms. Gail Lowe, CCC Champions member, community member, and Foundation Board Treasurer.

CALL TO THE PUBLIC

Ms. Gail Lowe responded to the call to the public to keep the Board updated on what the community is doing to support the College. The CCC Champions is in the planning stages of season two of the summer learning series and will be using new venues, instructors, and classes. The series will cover a couple of weeks in June, break for the July 4th holiday and finish with a couple of weeks later in July. The CCC Champions had a very successful holiday event at the Comet Art Gallery. The Foundation Board retreat is scheduled for April, and Ms. Gail Lowe presented the Board with a save the date card for Palette to Palate.

ACTION ITEMS

Resolution Supporting a Complete Count for the 2020 Census – Ms. Patricia Garcia

Ms. Patricia Garcia wanted to bring a resolution to the Board concerning the 2020 Census because the full participation of citizens in the county can greatly impact county services and funding over the next ten years. The discussion on this item focused on the College's Census Outreach Plan, the difference between residential and commuter college campuses, and the timeline for the Census.

Dr. Marie Peoples appreciated Ms. Garcia bringing the resolution forward as the results of the census matter in so many ways. The resolution also recognizes the work of the City, County, non-profits, and other community partners to encourage a complete count.

The Board asked Dr. Colleen Smith to send the College's census outreach plan to the Board.

Dr. Marie Peoples made a motion to adopt the resolution in support of a complete count for the 2020 Census. Mr. Joseph Smith seconded the motion, and it was unanimously approved (Ms. Garcia, Dr. Peoples, Mr. Smith, and Dr. White voting in favor).

Ms. April Sandoval will post the resolution on the CCC website, and the Office of the President will notify community partners that the College adopted the resolution.

Policy Revisions – Ms. Patricia Garcia

Policy 27-00 Emeritus

Policy 27-00 Emeritus was revised based on board direction to include Board members in the policy. Discussion on this item focused on whether it was common practice to recognize Board members in this way and whether there should be a requirement for a certain length of service.

Dr. Nat White made a motion to adopt Policy 27-00 as presented. Dr. Marie Peoples seconded the motion and it was approved (Ms. Garcia, Dr. Peoples, and Dr. White voting in favor and Mr. Smith voting in opposition). Mr. Smith's felt that it was not appropriate to approve this item until Mr. Hurley had a chance to voice his opinion.

Policy 30-00 Meeting Calendar/Public Notice

Policy 30-00 was revised to accurately reflect current practices and Arizona Revised Statutes related to posting of meeting notices for the Board. Ms. Patricia Garcia expressed hesitation at setting the Board meeting calendar in November which is potentially before newly elected board members could weigh in. Ms. Garcia and the Board felt that knowing that any board member can bring forward a potential meeting date change at any time countered that concern.

Mr. Joseph Smith made a motion to approve the policy revisions as presented. The motion was seconded by Dr. Marie Peoples and unanimously approved (Ms. Garcia, Dr. Peoples, Mr. Smith, and Dr. White voting in favor).

Expenditure Limitation Designation – Ms. Jami Van Ess

Arizona Revised Statutes require the Board to designate the chief financial officer who will be submitted the expenditure limitation report each year. The Board will consider this item one additional time this year to align with the timeline set by the Arizona Auditor General's office.

Ms. Jami Van Ess recommended that the District Governing Board adopt a motion to appoint Ms. Jami Van Ess as the chief fiscal officer designated to submit the College's Expenditure Limitation Report for Fiscal Year 2020.

Dr. Nat White made a motion to accept the recommendation. Dr. Marie Peoples seconded the motion, and it was unanimously approved (Ms. Garcia, Dr. Peoples, Mr. Smith, and Dr. White voting in favor).

Salary and Benefits – Ms. Jami Van Ess

Ms. Jami Van Ess presented this action item based on discussion at the Budget Retreat last month and during today's work session. The Board has discretion in how they would like to proceed with this agenda item.

To assist with the discussion, the Board asked to review the presentation given at the work session. Discussion on this agenda item included the following:

- Ms. Patricia Garcia was comfortable with the recommendations presented at the work session with the change of adding the 2.7% increase to the faculty pay schedule rather than adding an additional step to the pay schedule.
- The Board discussed various options for paying for the increase in medical benefits and noted that any changes to benefits payments would impact the budget for more than just one year.
- What items were factored into the budget assumptions and the salary and benefits items presented tonight.
- Dr. Marie Peoples was comfortable with the proposal but is a little nervous about absorbing the entire benefits cost in case of a possible recession and the decline in enrollment. Dr. Peoples would like to see the outcome of the recruitment efforts and more enrollment to support this kind of increase.
- Ms. Garcia was not supportive of adding additional benefits expenses and talked about the cafeteria plan dollars that employees can access to offset benefits expenses.
- Dr. White was supportive of modifying the benefits and having the College absorb the full costs of benefits increases.
- Dr. Peoples was not supportive because while these funds are available this year, they may not be in future years.
- Ms. Garcia felt that the salary increases for cost of living provided funds to offset the increases in benefits costs. Mr. Smith and Dr. Peoples agreed.
- Mr. Joseph Smith asked how benefits costs were calculated and how increases were determined.

- How other agencies in the Northern Arizona Public Employers Benefits Trust were handling these increases.
- Dr. White mentioned previous board efforts to raise compensation to levels that make the College comparable to others in the region. Dr. White felt it was part of the responsibility of the employer to consider overall compensation, including benefits, and offering health insurance is part of the employer's responsibility.

The recommendation presented included the following salary and benefits options.

Salaries:

- FY 2020 One-time increases for employees added to base
- Faculty – 2% step plus adding 0.7% to schedule (includes adding a step)
- Part-time faculty – \$23 per credit hour added to each tier
- Classified, Professional, and Administrative (no red-lining):
 - Classified 3.4%
 - Professional 2.7%
 - Administrative 2.5%
 - PT Minimum Wage Increase for FWS -\$15,000

Benefits:

- ASRS (increase from 12.11% to 12.22%)
- Employee Medical - 5.79% premium increase split proportionally
- Dependent Medical - 5.79% premium increase split proportionally

Dr. Marie Peoples made a motion to accept the recommendation with a modification to the faculty pay item to include adding 2.7% to the faculty pay schedule rather than adding an additional step. Mr. Joseph Smith seconded the motion, and it was unanimously approved (Ms. Garcia, Dr. Peoples, Mr. Smith, and Dr. White voting in favor).

Tuition and Fees – Ms. Jami Van Ess

Ms. Jami Van Ess presented the tuition and fees action item and stressed that it was important that this tuition and fees were approved today to allow for Fall enrollment. Tuition and fee recommendations for Fiscal Year 2021 were discussed by the Board during the Budget Retreat and work session. The information provided to the Board included strategic planning initiatives, board priorities, budget assumptions, economic indicators, and State, Regional, and National market data. Based on those discussions, the recommendations for tuition and fees for Fiscal Year 2021 were as follows:

Tuition Increase:

- \$2 per credit hour, generates \$122,000 in revenue

Out-of-County Differential Tuition:

- 15% differential, generates \$61,000 in revenue

Differential Tuition Increases:

- Increase to all Japanese language courses for Talk Abroad licensing
JPN - increase from \$0 to \$10

- Increase for two Geology courses for field trips and supplies:
GLG 112 - Geology of Colorado Plateau - increase from \$25 to \$100
GLG 232 - Geology of the Grand Canyon - increase from \$10 to \$50
- New Courses and Programs:
Construction Technology Management (Solar, HVAC I & II) - \$20
Marine Tech courses - \$15 (Paid from One-time Rural State funding)
Cybersecurity - CIS 260 & 270 - \$20 (Paid from One-time Rural State funding)
Veterinarian Tech Labs -\$80 (Paid from One-time Rural State funding)

Non-Class Fee:

- \$100 International student fee – new program
- \$50 Late residency change fee – previously did not allow late change
- \$35 Bus pass fee – to breakeven, used President's Contingency in the past
Free for high financial need students and Adult Ed Students
- Remove \$25 Emergency Loan fee

Ms. Van Ess recommended that the District Governing direct staff to incorporate the selected salaries and benefit options into the Fiscal Year 2021 Budget. Changes to salaries and benefits would become effective July 1, 2020, for staff and the start of the Fall term for faculty.

Discussion on this item included the following:

- The cost of bus passes.
- Ms. Patricia Garcia expressed discomfort with differential tuition for the two geology courses and how it would affect the total cost of the course. Ms. Garcia suggested maybe raising those costs by half and finding other ways to pay the additional fees.
- The Board expressed concern that such a large increase would keep some students from being able to take advantage of these courses.
- Total budgeted amount that would be raised and is needed to offer these field experiences would be \$4,500. These costs are for transportation only and other College's program fees include lodging and food costs.
- How much revenue the late residency fee would generate. This fee was instituted to encourage enrollment rather than generate revenue and provides a benefit to students.
- Dr. Nate White also suggested only increasing class fees for the Geology classes halfway this year and considering an additional increase next year.
- Dr. Marie Peoples felt this was a huge increase to students even if we only go with half.
- Possible funding sources for the remaining expenses including the current difference between revenue and expenses for fiscal year 2021. Dr. Nat White was supportive of using the existing budget capacity to pay for the remaining expenses for these courses.

The Board consensus was that the course fee for GLG 112 GLG 232 should be lowered and should fit into the current differential tuition structure.

Dr. Nat White made a motion to accept the recommendation with exception of the GLG 112 and GLG 232 course fees. Those fees will be set at \$50 for GLG 112 should be set at \$25 for GLG 232. The remaining funds for these courses will come from the current gap between expenses and revenues. The motion was seconded and unanimously approved (Ms. Garcia, Dr. Peoples, Mr. Smith, and Dr. White voting in favor).

INFORMATION REPORTS

District Governing Board

Dr. Nat White asked Mr. Steve Peru to give the Foundation Report. Mr. Peru highlighted the opening of the Construction Management Lab thanks to the grant funding the Foundation received from the Del E. Webb Foundation. The kickoff event for the Cross-Country program was held last week. This program is a joint venture between the College and Foundation and is supported by donations. Those involved with the program are developing a fundraising plan and pursuing accreditation to allow students to compete with other schools.

The Foundation Board will be holding a retreat in April to review the Foundation's Strategic Plan and develop metrics for the coming year. The Foundation Board will also focus on filling openings on the Board.

There has not been an AACCT meeting since the last District Governing Board meeting. The next meeting is scheduled for March.

Ms. Jami Van Ess gave an update on the January 24, 2020 Alliance meeting which focused on ballot initiatives, review of the Alliance intergovernmental agreement, and agency updates.

Ms. Patricia Garcia highlighted the recent Association of Community College Trustees (ACCT) National Legislative Summit that she attends as the Arizona State Coordinator for ACCT.

Government and Fundraising – Mr. Steve Peru

Mr. Steve Peru shared the ACCT and American Association of Community Colleges (AACC) national legislative priorities. Mr. Peru and Dr. Colleen Smith were able to visit the entire Arizona delegation to go over national priorities and the Promise Act sponsored by Representative Tom O'Halleran. The Promise Act would mitigate the loss of revenue taxing districts in Coconino County are facing from the closure of the Navajo Generating Station.

Mr. Peru talked about Community College Day at the State Capitol. In addition to staff members, the College was able to take eight students to the Capitol and highlight some of the programs the College developed with the one-time funding from the legislature. The College was the highlight of the event because of the presence of a service dog in recognition of our partnership with the Arizona Humane Association. The College will be going down to the legislature again on March 9, 2020 to meet with the legislators for Coconino County.

The Arizona Community College Coordinating Council is making a joint request to the legislature to continue the one-time funding provided last year. Mr. Peru talked about the various budget proposals being considered by the legislature and that all of them include some kind of recurring funding for community colleges.

President's Report - Dr. Colleen Smith

Ms. Patricia Garcia congratulated Dr. Colleen Smith on her recent Athena Award. Ms. Garcia thought the award was a testament to Dr. Smith's work in the community and really shows the College as a community partner.

Dr. Colleen Smith highlighted a number of items on the President's Report. Dr. Smith also mentioned the recent reaccreditation visit from the Arizona Board of Nursing which showed the great progress the

nursing program has made the change in leadership to Director Katherine Costa. The Board of Nursing is recommending that the College be provisionally approved for five years. This is the maximum amount of time allowed and is the first time in the history of the program the College received this affirmation from the Board of Nursing.

The Board asked about the reception for the Resilience exhibit opening. Mayor Coral Evans was the featured speaker and two more of the women featured in the exhibit (Ms. Rhoda Abeshaus and Ms. Eunice Nicks) attended. The event was very successful and had faculty, staff, and two full classes in attendance.

FUTURE AGENDA ITEMS

There were no future agenda items at this time.

ANNOUNCEMENTS

The next District Governing Board meeting will be March 23, 2020. Ms. Patricia Garcia will be travelling so Dr. Nat White will chair the meeting.

The next Foundation Board meeting will be April 16, 2020.

MEETING EVALUATION

There was no meeting evaluation

ADJOURNMENT: Dr. Nat White made a motion to adjourn the meeting at 7:43 pm. The motion was seconded by Mr. Joseph Smith and unanimously approved.

MINUTES PREPARED BY:

Ms. April Sandoval
Board Recorder

Dr. Marie Peoples
Vice Chair/Secretary of the Board

Ms. Patricia Garcia
Board Chair