

**COCONINO COMMUNITY COLLEGE
DISTRICT GOVERNING BOARD**

REGULAR MEETING

MARCH 24, 2021



**COCONINO COMMUNITY COLLEGE
MINUTES OF A REGULAR MEETING
OF THE
DISTRICT GOVERNING BOARD
MARCH 24, 2021**

A Regular Meeting of the Coconino Community College District Governing Board was via interactive video conferencing (Zoom). Board Chair, Dr. Nat White, called the meeting to order at 5:18 pm.

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

ABSENT: None

Also Present: Dr. Colleen Smith, CCC President; Mr. Anthony Williams, Ms. April Sandoval, Mr. Bob Voytek, Mr. Brian Harris, Mr. Brian Wilson, Ms. Colleen Carscallen, Dr. David Borofsky, Mr. Dietrich Sauer, Ms. Gail Lowe, Ms. Isabella Zagare, Mr. Jacob Lundie, Mr. Jake Zimmerman, Dr. Jami Van Ess, Ms. Jasmine Josemaria, Ms. Kay Leum, Mr. Keith Becker, Mr. Kurt Stull, Mr. Larry Hendricks, Dr. Lisa Blank, Dr. Matthew Hernando, Ms. Mimi Vessey, Dr. Nate Southerland, Ms. Sarah Benton, Ms. Sarah Southwick, Ms. Sonjia Jones, Mr. Steve Peru, and Ms. Suzzanna Rodriguez.

Reports, summaries, background material and other documents referred to in these minutes can be found in the March 24, 2021 documents file.

Follow Up

- None

ADOPTION OF AGENDA

Ms. Patricia Garcia moved to approve the agenda and Mr. Patrick Hurley seconded the motion. The agenda was approved as presented (Mr. Eikenberry, Ms. Garcia, Mr. Hurley, Mr. Smith, and Dr. White voting in favor).

ADOPTION OF CONSENT AGENDA

- A. Minutes of a Work Session – February 17, 2021
- B. Minutes of a Regular Meeting – February 17, 2021
- C. Separations/New Hires
- D. Faculty Contract Renewals
- E. Renewal of ESI Contract (Phased Retirement)
- F. Policy and Procedure Revisions
 - 1.35-00 Discussion/Voting
 - 2.36-00 Self-Assessment/Annual Goals
 - 3.37-00 Media
 - 4.38-00 Inquiries to Board Members (renamed from Communication with College Employees)
 - 5.91-00 Professional Development

6.39-00 Travel

7.31-01 Agenda Building

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

FOLLOW UP ITEMS

Dr. Nat White reviewed the follow up items with the Board.

INTRODUCTION OF GUESTS

Ms. Gail Lowe, CCC Foundation Treasurer, Mr. Jacob Lundie and Ms. Mimi Vessey from Findlay Honda, and Mr. Jake Zimmerman, CCC student and All-Arizona Academic Team awardee joined the meeting.

CALL TO THE PUBLIC

Ms. Lowe responded to the Call to the Public and spoke to the Board as treasurer of the CCC Foundation. Ms. Lowe wanted to thank Mr. Steve Peru for providing leadership that was visionary and expanded the reach of the College. On behalf of the entire Foundation Board, she sincerely thanked Mr. Peru. He will be greatly missed, and we wish him every success with the County.

Mr. Peru thanked Mr. Lowe and everyone here tonight. Dr. Nat White and the Board wished the very best for Mr. Peru and will look forward to working with him as he continues to chair the CCC Champions group.

CCC EXCELLENCE – All Arizona Academic Team Nominees – Mr. Tony Williams, Dr. Matthew Hernando, and Ms. Sarah Southwick

Mr. Tony Williams began this presentation by talking about the All-USA/All-Arizona teams and their relationship to the Phi Theta Kappa Honor Society. Ms. Sarah Southwick and Dr. Matthew Hernando introduced this year's nominees, Mr. Jake Zimmerman and Mr. Lee Hartwig.

Mr. Zimmerman was able to join the meeting and talked about his background, how supportive the CCC Staff has been, and thanked everyone for his time at CCC and this scholarship which has been life-changing.

Dr. White expressed the Board's appreciation for the thoughts our students share and for their support of the Staff at CCC. The Board is proud of the College's Staff and it's always great to hear comments like this from our students. Congratulations to these students and the Board also really appreciates their mentors and the Phi Theta Kappa Honor Society.

CCC EXCELLENCE – Findlay Auto Group – Dr. Colleen Smith

Dr. Colleen Smith discussed the partnership the College has had with the Findlay Auto Group and the many questions she has received over the years about why the College doesn't have an automotive program. Dr. Smith also discussed the work she has done to bring people together and develop partnerships to make this program a possibility. We are especially grateful for the Power Partner we have in the Findlay Auto Group and in Findlay Honda.

Dr. Lisa Blank joined the College in July and has been instrumental in getting the automotive program up and running. Dr. Blank shared her appreciation for the work done to prepare for this program and the

wonderful partnership with Findlay Honda. Dr. Blank introduced Mr. Jacob Lundie, General Manager, and Ms. Mimi Vessey, Service Manager from Findlay Honda.

Mr. Lundie talked about the idea of using one of their service bays that developed at one of the meetings Dr. Smith mentioned. The College is very privileged to be able to use a repair bay, tools, classroom space, and was even able to find an instructor at the dealership. Dr. Blank thanked them for their continued flexibility and for working through all the complications of COVID-19. The program is starting by offering an automotive basics class which will be the basis for a 27-credit automotive technology program that results in students earning a certificate.

Dr. Blank and Dr. Smith shared the College's thanks to the Findlay Auto Group and presented a plaque naming them the College's 2021 Power Partner.

The Board expressed their gratitude for this partnership and the creativity that made it possible within the very difficult funding situation the College faces. The Board also expressed their appreciation for being able to get this program up and running during the pandemic.

ACTION ITEMS

A. 2021-22 Curriculum Changes – Dr. Nate Southerland

Dr. Nate Southerland introduced this agenda item and presented new and retired programs to the Board. The programs were designed to help the many people looking for short term programs to get them back to work, reskill, and retrain.

Ms. Katherine Costa, Director of Nursing and Allied Health presented the Certified Caregiver Certificate. The Allied Health Department partnered with Adult Education and the EMS departments to provide an entry level certification for caregivers. This certificate program responds to the needs of two new assisted living facilities being built in Flagstaff. Startup costs for the program are minimal and it will share resources with the Nursing Department. The program will also be using Adult Education and Perkins grant funding. Tuition revenue will be used to pay for a part-time faculty and consumables.

Mr. Eikenberry asked if this program could benefit people who are taking care of family members or loved ones. The program covers the basics of caregiving so could be used in that situation, in care homes, or group home facilities. Once the program is established in Flagstaff, it will be expanded to Page.

Dr. Smith talked about Mr. Hurley bringing this idea to her and her work with our wonderful Director of Nursing who was already developing the curriculum for this program. Dr. Smith thanked Ms. Costa for her work on this program and everything she has done to turn the program around.

Dr. Lisa Blank shared the Amazon Web Services and Google IT Professional Support Certificates. The Arizona Community College Coordinating Council and Arizona Commerce Authority have been championing these programs throughout the state. Many Arizona Community Colleges are offering these types of programs because there is a strong demand. These certificates result in great jobs for the students and provide both entry level and a higher-level job paths.

Dr. Southerland is also recommending that two of the CIS certificates be retired. They have not had a lot of utility for students trying to enter the workforce and will be replaced with the AWS and Google certificates.

Mr. Patrick Hurley moved to approve the changes to the curriculum as presented. Mr. Joseph Smith seconded the motion and it was unanimously approved (Mr. Eikenberry, Ms. Garcia, Mr. Hurley, Mr. Smith, and Dr. White voting in favor).

B. Land Acknowledgment Statement – Dr. Colleen Smith and Mr. Derik Yellowhair

Dr. Colleen Smith thanked Mr. Tony Williams, Mr. Dietrich Sauer, Mr. Derik Yellowhair, the Diversity Committee, and our students for their work on developing this statement. The students were very excited about this initiative and helped to draft the statement. Dr. Smith is excited to present the land acknowledgement statement and is and hoping it will be read at this year’s Commencement Ceremony. Mr. Yellowhair will be reading the statement in in Navajo, and we will add other tribal languages as we can.

Mr. Yellowhair introduced himself in the tradition taught by his elders and grandparents and talked about the Native American Club and how they were involved in developing this statement. The purpose of the statement is to have the mindfulness acknowledging the use of the land as a part of a higher education instruction. This kind of statement shows a great deal of respect for Native American cultures and empowers Native American students that are a part of our College. It also recognizes the many uses of the land. Many tribal nations practice giving thanks to the land for the use of it, that we all share the land, and are here to do positive things together. Mr. Yellowhair recognized that speaking it in Navajo does not recognize that the College has 517 students who identify as Native American and within that group, they represent many tribes. Expressing it in Navajo is just one way we express the gratitude for the land. Mr. Yellowhair read shared the Land Acknowledgement statement in Navajo and English for the Board.

On behalf of Coconino Community College, we would like to express our gratitude and appreciation to the sacred land on which this educational institution resides. Sacred sites located within Coconino County include the San Francisco Peaks, Oak Creek Canyon, Sedona Red Rocks, the Colorado River, the Little Colorado River, the Colorado River Confluence, the Grand Canyon, and many more sites. This land has been inhabited by the Sinagua and Ancestral Pueblo for thousands of years. Currently, the Zuni, Apache, Yavapai, Hualapai, Havasupai, Paiute, Diné, Hopi, and many other Arizona tribal nations recognize this land as a significant spiritual place. This sacred land is enriched with indigenous history and culture that lives on to this day. We, as a community, with our CCC family and friends, are very fortunate to live, work, and share this unique location. Thank you.

There is also a version of the statement that will be used in the commencement address:

Before we begin, we would like to express our gratitude and appreciation to the sacred land on which this educational institution resides. Sacred sites located within Coconino County include the San Francisco Peaks, Oak Creek Canyon, Sedona Red Rocks, the Colorado River, the Little Colorado River, the Colorado River Confluence, the Grand Canyon, and many more sites. This land has been inhabited by the Sinagua and Ancestral Pueblo for thousands of years. Currently, the Zuni, Apache, Yavapai, Hualapai, Havasupai, Paiute, Diné, Hopi, and many other Arizona tribal nations recognize this land as a significant spiritual place. This sacred land is enriched with indigenous history and culture that lives on to this day. We, as a community, with our CCC family and friends, are very fortunate to live, work, and share this unique location. Thank you.

Mr. Joseph Smith thanked everyone that was involved in developing this statement and stated that is it exactly what CCC is supposed to represent. Mr. Smith is from the Yavapai-Apache Tribe and the statement resonates with him on a personal level.

Mr. Patrick Hurley made a motion to approve the use of the Land Acknowledgement Statement(s) as presented. Mr. Joseph Smith seconded the motion.

Ms. Patricia Garcia stated that she appreciates all the effort that has gone into crafting these statements. She thanked Mr. Yellowhair and everyone else who worked to develop these statements.

Dr. White talked about a recent meeting with Mr. Yellowhair and Mr. Williams to help him better understand the statements and his appreciation for that meeting and all the work behind it.

The motion was unanimously approved (Mr. Eikenberry, Ms. Garcia, Mr. Hurley, Mr. Smith, and Dr. White voting in favor) and Dr. Smith asked that Mr. Yellowhair share the Board's gratitude with our students and share that the decision was unanimous.

C. COVID-19 Update and Possible Action to Renew COVID-19 Resolution – Dr. Nat White

Dr. White discussed the existing resolution that was set to expire on March 23, 2021. The Board debated whether there was a need to extend the resolution. Dr. Smith also mentioned the plans being made and the work being done to bring staff back to campus by July 1st. There are a few employees whose jobs translated to working at home very well and those employees are working with Human Resources to develop work from home agreements. We are starting to see more and more people coming back to campus. The pandemic response team has worked well and continues to meet regularly and make decisions about moving forward.

The College continues to follow all COVID-19 protocols, we send regular updates to staff members, and many of our employees have been vaccinated or are in the process of being vaccinated. There is only a very small group that is not planning on getting a vaccine and we are working with people who have religious or health exceptions. Many employees have asked for a way to know if their co-workers are vaccinated and one suggestion we are working on is creating buttons with artwork from the CDC that can be worn by those who would like them.

Dr. Smith did not make a recommendation on continuing the COVID-19 resolution and instead left it up to the Board to decide if the resolution was still needed.

Mr. Hurley felt the resolution was still needed because we still don't know what is coming with vaccinations and virus variants and won't for some time. He would be comfortable if the resolution stayed in place to allow Dr. Smith to react quickly.

Dr. Smith thanked Mr. Hurley because that reaction shows trust in the team that has been managing the virus and that they are working to make good decisions and make them quickly.

Ms. Patricia Garcia also felt keeping the resolution in place was a good idea and would give Dr. Smith the ability to respond to a very fluid situation. Mr. Smith concurred with Ms. Garcia and echoed Mr. Hurley's comments on trusting the administration to make good decisions.

Mr. Patrick Hurley made a motion to adopt a replacement resolution extended authority to the College President to respond to the COVID-19 Pandemic to December 31, 2021. Ms. Patricia Garcia seconded the motion and it was unanimously approved (Mr. Eikenberry, Ms. Garcia, Mr. Hurley, Mr. Smith, and Dr. White voting in favor).

D. Genterra Not-To-Exceed Cap Agreement – Dr. Colleen Smith

Dr. Smith presented this agenda item which included a very short agreement suggested by the College's legal counsel that would specify a not to exceed amount that the College would be responsible for if the College decided to back out of the Page housing project. The agreement outlines the maximum caps for amounts that would have to be paid and are a not to exceed amount rather than actual costs.

Mr. Hurley knows that this is a short agreement, but he was still a little unclear on what the triggers would lead to the College owing these funds. Dr. Smith mentioned that until now, Genterra has been taking all of the risk associated with this project. The triggers in the original agreement are if the College is 50% or more at fault, we are responsible for costs up to the amounts in the not to exceed cap agreement. Mr. Hurley felt that the line in the contract that requires College approval before paying any expenses was sufficient and he could move forward with this agenda item.

Mr. Patrick Hurley made a motion to approve the Not-To-Exceed Cap Agreement and authorize Dr. Smith to sign it. Mr. Joseph Smith seconded the motion and it was unanimously approved (Mr. Eikenberry, Ms. Garcia, Mr. Hurley, Mr. Smith, and Dr. White voting in favor).

INFORMATION AND REPORTS

Board Reports

Recognition of Outgoing Chair Ms. Patricia Garcia

Dr. Nat White recognized Ms. Patricia Garcia for her six years of service as District Governing Board Chair, for taking charge of so many things behind the scenes, and making board meetings lucid. He has always appreciated Ms. Garcia's very calm demeanor and how she handles discussions with the Board. Dr. White is also very glad that Ms. Garcia remains on the Board.

Dr. Colleen Smith thanked Ms. Garcia for her help in transitioning in as a new president, in a new school, in a new state. She is grateful for the time Ms. Garcia spent helping Dr. Smith understand how this board worked.

Mr. Patrick Hurley thanked Ms. Garcia for her long term as Board Chair. He appreciated Ms. Garcia taking on that challenge, especially during the time of COVID-19 and thanked Ms. Garcia for her service.

Ms. Garcia mentioned that the Board had been through a lot in the time she was Chair and she felt the Board moved on in many ways. Dr. White thanked Ms. Garcia for her push on diversity and her willingness to bring others on the Board along. He is grateful we are saying thank you for your service and not goodbye.

Academic and Student Affairs – Dr. Nate Southerland

Non-Credit Programs, Community Education, and Workforce Training Update – Ms. Kay Leum

Ms. Leum gave the Board a brief report on all the offerings in these areas to help with workforce training and development. Her presentation focused on what has been offered in the last year and how it pivoted with COVID-19. Even with those changes, these programs have been able to reach a much broader audience. Ms. Leum talked about programs like the upcoming CDL program that is a partnership with

Phoenix Truck Driving School, tour guide training in partnership with the Arizona Visitor Centers and the Arizona Commerce Authority, the Ed2Go courses being offered by the College, and recognized Meghan Remington for her recent 20 under 40 award as well as her work with all the community education and lifelong learning courses.

Mr. Patrick Hurley asked how information on the new programs was being disseminated and Ms. Leum talked about marketing plans for the CDL program. Dr. Nat White asked for clarification on credentialing on non-credit faculty. Faculty in these programs do not have to have a master's degree. Mr. Eric Eikenberry asked about the Ed2Go classes and what would make some people want to take them from us. Dr. Nate Southerland talked about efforts to advertise both our credit and non-credit offerings together rather than separately as has been done in the past.

Summer and Fall Classes – Dr. Nate Southerland

In anticipation of higher levels of vaccinations and lower levels of infection, the College is trying to address the requests from our students for in-person classes while offering these classes in a way that makes people feel safe. Academic Affairs is planning on offering a mix of modalities for classes that will also help people in remote areas of the County. We will also be using the most recent round of stimulus funds to provide students with grant money that can be used to defray the cost of their courses. Academic Affairs is excited to start offering classes in-person again.

Board members asked about the comfort level of people in coming to campus and whether the COVID-19 resolution would help Dr. Smith in creating policy to address issues. Dr. Southerland also talked about the many ways the College's technical capacity to offer classes in a variety of delivery methods has improved over the last year. The tremendous strain of adapting to a new way of doing things has had some very positive results.

External Affairs – Mr. Steve Peru

Mr. Steve Peru and Dr. Colleen Smith attended a Rural Caucus meeting at the Arizona House of Representatives yesterday. The Caucus invited rural districts to discuss a proposed budget bill that would allocate \$14 million to rural colleges and about \$1.2 million to CCC. Many of the schools talked about the programs they would offer, but Dr. Smith took a different approach and reminded the legislature of how Arizona has cut costs to higher education and has not returned funding of over \$110 million to community colleges. Dr. Smith also provided a list of programs in response to local employers needs as well as the recovering and reskilling focus of community colleges.

The Transwestern Pipeline bill is proceeding through the approval process and if this bill is passed, it would positively impact the College by about \$250,000. Dr. Jami Van Ess testified at a hearing for the bill earlier today and we have heard such great things about her testimony.

Mr. Peru also talked about the Foundation Board retreat and how it was a really good way for the board members to get to know each other.

President's Report – Dr. Colleen Smith

Dr. Smith received a letter of resignation from Human Resources for Mr. Steve Peru and she tried to deny it in big bold letters. Despite her best efforts, Mr. Peru will be leaving the College to return to the position of County Manager. Dr. Smith talked about the reorganization efforts happening in response to Mr. Peru's departure and reviewed a proposed organizational chart.

Dr. Smith thanked Mr. Peru for his two years of service to the College and knows that we will continue to partner on many things.

Dr. Smith also shared an email she received from one of the HR Interns who talked about her experience with CCC and how it helped her secure a job after graduation. Dr. Smith thanked Dietrich for his work with the interns.

AGENDA ITEMS FOR FUTURE MEETINGS

The Board discussed the possibility of Dr. Smith meeting with the incoming NAU President, Dr. Cruz and extending a formal invitation to meet the Board.

Dr. White reminded Board Members to jot down any topic they feel is appropriate for the retreat and send it to Dr. Smith.

Mr. Smith did have a report for AACCT. Dr. Borofsky, the new Director of AACCT will be setting up a meeting at the end of April to discuss a draft of a strategic plan and changes to the AACCT bylaws.

ANNOUNCEMENTS

The next District Governing Board meeting will be April 21, 2021.

The next Foundation Board meeting is to be determined.

MEETING EVALUATION

The meeting went well for a Zoom and the Board felt like they got a lot of good information. Dr. White also mentioned that he would like Ms. Sandoval to show any PowerPoint presentations on the screen when needed. Mr. Hurley raised some concerns with new programs being offered and the length of time COVID-19 has added to starting some programs.

ADJOURNMENT: There being no further business, Dr. White declared the meeting ended at 7:46 pm.

MINUTES PREPARED BY:

Ms. April Sandoval
Board Recorder

Mr. Joseph R. Smith
Vice Chair/Secretary of the Board

Dr. Nat White
Board Chair