

**COCONINO COMMUNITY COLLEGE
DISTRICT GOVERNING BOARD**

REGULAR MEETING

MAY 19, 2021



**COCONINO COMMUNITY COLLEGE
MINUTES OF A REGULAR MEETING
OF THE
DISTRICT GOVERNING BOARD
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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 5:16 pm.

PRESENT: Eric Eikenberry
Patricia Garcia
Patrick Hurley
Nat White

ABSENT: Joseph R. Smith

Also Present: Dr. Colleen Smith, CCC President; Mr. Alan Petersen, Mr. Anthony Williams, Ms. April Sandoval, Mr. Bob Voytek, Mr. Robert Sedillo, Mr. Brian Wilson, Dr. David Borofsky, Ms. Dianna Sanchez, Mr. Dietrich Sauer, Ms. Gail Lowe, Ms. Isabella Zagare, Dr. Jami Van Ess, Mr. Jeff Jones, Mr. Joel Fritztler, Ms. Katherine, Costa, Ms. Kay Leum, Ms. Kimberly Batty-Herbert, Mr. Kurt Stull, Mr. Larry Hendricks, Dr. Lisa Blank, Ms. Lisa Hill, Ms. Nancy Hagerman, Ms. Nancy Smith, Dr. Nate Southerland, Ms. Randi Axler, Ms. Sandra Dihlmann, and Ms. Suzzanna Rodriguez.

Reports, summaries, background material, and other documents referred to in these minutes can be found in the May 19, 2021, documents file.

Follow Up

- None

ADOPTION OF AGENDA

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

ADOPTION OF CONSENT AGENDA

- A. Minutes of a Work Session – April 21, 2021
- B. Minutes of a Regular Meeting – April 21, 2021
- C. Separations/New Hires

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

FOLLOW UP ITEMS

There were no follow-up items

INTRODUCTION OF GUESTS

Mr. Larry Hendricks introduced Ms. Gail Lowe, CCC Foundation Treasurer, and Dr. David Borofsky, Executive Director of the Arizona Association of Community College Trustees (AACCT). Dr. Jami Van Ess introduced the College's new Grants Coordinator, Mr. Joel Fritzler.

CALL TO THE PUBLIC

Ms. Gail Lowe, CCC Foundation Treasurer, joined the meeting to discuss the CCC Foundation. The Foundation is working on a goal of providing \$21,500 in funding for DACA students this summer. In addition, the Cross Country program is up and running with a newly hired Coach. Ms. Lowe thanked Mr. Tony Williams and Ms. Kay Leum for their help in getting the program up and running. Mr. Williams is also providing a challenge matching grant of \$5,000 for employee donations to the program.

CCC EXCELLENCE – RETIREMENT RECOGNITIONS

- A. Alan Petersen – Art Faculty and Lead Faculty – Dr. Kimberly Batty-Herbert
- B. Jeff Jones – CIS Faculty – Dr. Lisa Blank
- C. Nancy Hagerman – Certified Nursing Assistant Faculty – Ms. Katherine Costa
- D. Nancy Smith – ITS Programmer Analyst – Mr. Brian Wilson
- E. Lisa Hill – Assistant Director of Financial Aid and Veterans Service – Mr. Bob Voytek

The supervisors for each employee spoke about the contributions they have made to the College and their achievements while working for CCC, and thanked them for their service and their work for the College. Each retiree had a few moments to talk about their time at the College. Dr. Nate Southerland and Dr. Jami Van Ess commented on their experience working with each retiree.

The Board thanked the retirees for their service and congratulated them on their retirement.

ACTION ITEMS

A. Emeritus Status – Alan Peterson – Dr. Colleen Smith

Dr. Colleen Smith encouraged the Board to adopt a motion approving Emeritus Status for Mr. Alan Petersen. Dr. Smith reviewed the requirements and appointment process for emeritus status. The materials included in the Board's packet included a letter from Dr. Kimberly Batty-Herbert with comments from Mr. Petersen's colleagues. Dr. Smith believes strongly that everyone recognized tonight has given so much of themselves to the College. In addition, Mr. Petersen has given so much to the community, as well as his art, his understanding of what it is to be a student in a community college, and his passion, which Dr. Smith sees as outstanding.

Dr. Smith thanked Mr. Petersen for his faith in the College and his colleagues and thanked him for a great job in bringing part-time faculty who give so much of themselves in their teaching and art.

Dr. Smith recommended that the District Governing Board adopt a motion approving Emeritus Status for Mr. Alan Petersen.

Dr. Nat White took the Chair's prerogative to make the motion to approve Emeritus Status for Mr. Petersen. Ms. Patricia Garcia seconded the motion. Discussion on the motion related to the former benefit of receiving an employee permit for free (previously, that permit had a cost). The motion was unanimously approved (Mr. Eikenberry, Ms. Garcia, Mr. Hurley, and Dr. White voting in favor).

B. 2021-22 Curriculum Changes – Automotive Certificate – Dr. Nate Southerland

Dr. Nate Southerland presented the curriculum that supports the new automotive program. Full-time faculty member Mr. Ken Meyers helped assemble the curriculum for review and developed a business plan for the program.

Dr. Southerland recommended that the District Governing Board adopt a motion approving the new certificate as presented.

Board members asked if students would take ASE certifications as part of the course and if fees for testing were included in tuition. Mr. Eikenberry suggested some slight modifications to program goals so that they read that instead of measuring understanding, they describe or demonstrate shop safety.

Ms. Patricia Garcia made a motion to approve the curriculum as presented. Mr. Erick Eikenberry seconded the motion, and it was unanimously approved. (Mr. Eikenberry, Ms. Garcia, Mr. Hurley, and Dr. White voting in favor).

C. Fiscal Year 2021 General Liability and Property Insurance Coverage – Dr. Jami Van Ess

Dr. Van Ess presented the general liability and property insurance in a slightly different format. There has been a slight holdup in the quote for cybersecurity insurance, so Dr. Van Ess is giving the Board an option to move forward as this item is a significant dollar amount that requires board approval. The insurance package presented includes all the College's insurance coverages and totals \$187,963. Coverages include property, liability, specialty coverage for cyber liability, pandemic, administrative practices, and pre-paid legal. The total is less than last year, and Dr. Van Ess included a spreadsheet for the board that lists how coverages have changed. The unknown piece is the cybersecurity coverage, as we have not received a total for those premiums yet. The amount included in the action item is the amount for last year's coverage. The Trust estimates that there will be a 30-50% increase in cost for this insurance because of the claims that have been happening. Therefore, Dr. Van Ess is recommending moving the action item forward. The board could adopt an action item with a not to exceed amount and authorize the President to sign the insurance item as long as it does not exceed that amount. If the amount goes over the not to exceed this amount, the Board could call a special meeting or consider this item again at the June retreat.

Dr. White and Ms. Garcia preferred to authorize a not-to-exceed amount rather than carry this item over to the June retreat or later. Mr. Eikenberry deferred to Dr. White and Ms. Garcia's judgment. Dr. White asked questions about how the Trust determines coverage and premiums.

Dr. Van Ess recommended that the District Governing Board approve the coverages as presented with the Arizona School Risk Retention Trust for FY22 in an amount not to exceed \$195,957 and authorize the President to sign the agreement.

Mr. Eric Eikenberry made a motion to accept the recommendation, and Ms. Patricia Garcia seconded the motion. The motion was unanimously approved (Mr. Eikenberry, Ms. Garcia, Mr. Hurley, and Dr. White voting in favor).

D. Expenditure Limitation Designation – Ms. Jami Van Ess

Based on A.R.S. § 41-1279-07 E., the Arizona Auditor General's Office requests that the College provide "the name of the chief fiscal officer designated by the governing board of the political subdivision to submit the current fiscal year's expenditure limitation report."

Based on the same statute, this designation is an annual event. This designation is submitted to the Auditor General's office in July of each fiscal year. This agenda item requests that the Board designate an official to submit the Expenditure Limitation Report for Fiscal Year 2022.

Dr. Van Ess made a recommendation 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 2022.

Ms. Patricia Garcia made a motion to accept the recommendation. The motion was seconded by Mr. Eric Eikenberry and unanimously approved (Mr. Eikenberry, Ms. Garcia, Mr. Hurley, and Dr. White voting in favor).

INFORMATION AND REPORTS

Board Reports

AACCT

Mr. Joseph Smith was unable to attend tonight's meeting. Therefore, the Board will reserve this report for when Mr. Smith can be present.

ACCT

Ms. Patricia Garcia reported that the State Coordinators have a meeting coming up in June. There will also be an ACCT GLI session focused on diversity on June 22nd and 29th. The Leadership Congress is planning to be in-person in San Diego from October 13th to 16th.

Alliance

The Alliance will be meeting on Friday.

Foundation Board

Mr. Eric Eikenberry attended his first Foundation Board meeting last week due to the transition between Mr. Steve Peru and Ms. Dianna Sanchez. He was pleased to meet the new Cross Country coach, Mr. Craig Hunt.

Academic and Student Affairs – Dr. Nate Southerland

Habitat for Humanity Partnership

Dr. Lisa Blank talked about a new partnership with Habitat for Humanity, CCC, and Flagstaff Unified School District for affordable housing. Dr. Blank spoke about how this effort would help to address affordable housing. Habitat for Humanity and CCC will collaborate to build tiny homes on FUSD trust land. If the prototype is successful, CCC will build and assemble panels, and a project contractor will complete the electrical and wiring. This project aims to help the people who buy them build equity and then move into larger homes. Homebuyers would not be charged any interest so that they would build equity quickly. Homes would always move back to Habitat when sold and be reused for new program participants. This is a pilot project, and we hope to find more partner locations in the area that could become a model for communities across Arizona and the country.

Dr. Nat White felt the project was extraordinary and that getting a person in their own house builds pride in the house, community, and neighborhood. Mr. Eikenberry echoed Dr. White and thinks this could be a national model and would like to see this in Williams soon. Ms. Garcia stated that this sounds like a wonderful project.

President's Report – Dr. Colleen Smith

Dr. Smith talked about the last All-College forum, which presented the faculty and staff awards ceremony. She will send the board the video of the awards ceremony. Dr. Smith encouraged the Board to read the comments made by colleagues nominating colleagues and students nominating faculty. Dr. Smith read some of the comments made in the chat during that meeting. The comments are amazingly supportive of their colleagues. These comments show how the College ended such a complex year with the pandemic and the College community's support.

AGENDA ITEMS FOR FUTURE MEETINGS

There were no agenda items for future meetings.

ANNOUNCEMENTS

The next District Governing Board meeting will be June 10 -11, 2021 – Retreat, and August 18, 2021, for the next Regular Meeting. The next Foundation Board meeting will be July 8, 2021.

MEETING EVALUATION

This meeting was a wonderful celebration of CCC excellence; the Board was appreciative of Dr. Smith's report and the new program for transitional housing.

ADJOURNMENT: Ms. Patricia Garcia made a motion to adjourn the meeting at 6:50 pm. The motion was seconded by Mr. Eric Eikenberry and unanimously approved. The motion was unanimously approved (Mr. Eikenberry, Ms. Garcia, Mr. Hurley, and Dr. White voting in favor).

MINUTES PREPARED BY:

Ms. April Sandoval
Board Recorder

ATTEST and APPROVED:

Dr. Nat White
Board Chair