

**COCONINO COMMUNITY COLLEGE  
DISTRICT GOVERNING BOARD**

**REGULAR MEETING**

**APRIL 12, 2023**



**COCONINO COMMUNITY COLLEGE  
MINUTES OF A REGULAR MEETING  
OF THE  
DISTRICT GOVERNING BOARD  
APRIL 12, 2023**

A Regular Meeting of the Coconino Community College District Governing Board was via interactive video conferencing (Zoom) and in person in the Board Room on the Lone Tree campus. Board Chair, Dr. Nat White, called the meeting to order at 6:10 pm.

PRESENT: Eric Eikenberry (Via Zoom)  
Patricia Garcia  
Patrick Hurley  
Joseph R. Smith  
Nat White

ABSENT: None

Also Present: Dr. Eric Heiser, Dr. Jami Van Ess, Ms. Kirsten Mead, Mr. March Maciha, Ms. Julie Baumgartner, Mr. Keith Becker, Ms. Louise Kisinger, Dr. David Borofsky, Ms. Kay Leum, Ms. Dianna Sanchez, Mr. Kurt Stull, Dr. Adriana Flores-Church, Mr. Brian Wilson, Mr. Doug Friedman, Ms. Randi Axler, Ms. Colleen Carscallen, Mr. Ryan Norton, Ms. Jennifer Jameson, Mr. Bob Voytek, Mr. Robert Miller, Ms. Jessica Laessig, Mr. Albert Sun, Ms. Taryn Stangler, and Ms. Juanita Tarango.

Reports, summaries, background material, and other documents referred to in these minutes can be found in the April 12, 2023 documents file.

Follow Up
•

**ADOPTION OF AGENDA**

Mr. Patrick Hurley moved to approve the agenda, and Ms. Patricia Garcia 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 – March 22, 2023
- B. Minutes of a Regular Meeting – March 22, 2023
- C. Separations/New Hires

Mr. Patrick Hurley moved to pull out the March 22, 2023, Work Session Minutes from the Consent Agenda and adopt the consent agenda with the change. Ms. Patricia Garcia Patty seconded the motion. The motion was unanimously approved (Mr. Eikenberry, Ms. Garcia, Mr. Hurley, Mr. Smith, and Dr. White voting in favor).

### **March 22, 2023 Work Session Minutes – Mr. Eric Eikenberry**

Mr. Eric Eikenberry would like the March 22, 2023 Work Session Minutes amended to state that he would like to change the wording in the minutes that misstate his intent, and that he wants to start the process of the *exploration of arming the security officers*.

Mr. Patrick Hurley moved to approve the March 22, 2023, Work Session Minutes as amended. 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 indicated that follow up items have been addressed in an email from the President to the Board. There was not discussion.

### **INTRODUCTION OF GUESTS**

Ms. Jessica Laessig introduced Dr. David Borofsky, Arizona Association of Community College Trustees (AACCT) Director, and Ms. Taryn Stangle, and Mr. Albert Sun from the Arizona Auditor General’s Office.

### **CALL TO THE PUBLIC**

There was no response to the Call to the Public.

### **ACTION ITEMS**

#### **A. Acceptance of the Fiscal Year 2022 Annual Comprehensive Financial and Single Audit – Dr. Jami Van Ess**

Dr. Jami Van Ess introduced Ms. Taryn Stangle to present the Fiscal Year 2022 Annual Comprehensive Financial and Single Audit. For additional information, please see the April 12, 2023, documents file.

Ms. Stangle presented the Fiscal Year 2022 Annual Comprehensive Financial and Single Audit. The reports issued are:

- Financial statement audit report – February 28, 2023, with no findings reported
- Financial statement internal control and compliance audit report – February 28, 2023, with two findings reported
- Federal single audit report – March 20, 2023, with no findings reported

Highlights presented included:

- Income over the past five fiscal years is from property taxes, tuition and fees, government grants and contracts, and state assistance
- Expenses have remained relatively consistent over the past five fiscal years
- Total net position for the past five fiscal years has been increasing since 2018 because revenues are more than expenses
- Internal control and compliance issues:
  - Regarding the financial statement, the auditors found that staff was unfamiliar with accounting standards for recording leased property. Staff will receive training in this area.
  - Ms. Stangle said the Fiscal Year 2022 finding in the area of Information and Technology was improved similar to Fiscal Year 2021The auditors understand it

is a time-consuming and continuous process, taking years to achieve full compliance.

The Board did not have any questions.

Dr. Van Ess presented the action item to the Board:

The Fiscal Year 2022 audit is complete and the Arizona Auditor General has issued audit reports. This action item is for the District Governing Board to accept the reports as issued with opinions from the Arizona Office of the Auditor General. Representatives from the Arizona Office of the Auditor General are attending the meeting to discuss the audits and answer any questions.

The Arizona Office of the Auditor General is required to perform audits of local governments. The Auditor General also has the option to contract with independent CPA firms for audit services. The College is in the eighth consecutive year for the Auditor General to perform the College audits. There are three reports that are issued as part of the annual financial audit cycle.

The Annual Comprehensive Financial Report (ACFR) is presented with an unmodified opinion that the financial statements present fairly, in all material respects, the respective financial position of the business-type activities and discretely presented component unit (CCC Foundation) of the College.

Also, for Fiscal Year 2022, A Single Audit is required under Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) to any organization that receives federal funding in excess of \$750,000. This audit includes additional testing of controls and compliance in the College's federal programs. This report was also unmodified and there were no reported significant deficiencies.

The annual budgeted expenditure limitation report will be presented as prescribed by the uniform expenditure reporting system and Arizona Revised Statutes at a future meeting.

It is the recommendation that the District Governing Board accepts the Annual Comprehensive Financial Report and Single Audit reports for Fiscal Year 2022.

Ms. Patricia Garcia motioned to accept the Fiscal Year 2022 Annual Comprehensive Financial and Single Audit. Mr. Joseph Smith seconded the motion. The motion was unanimously approved (Mr. Eikenberry, Ms. Garcia, Mr. Hurley, Mr. Smith, and Dr. White voting in favor).

**B. 2023 – 2024 Curriculum Changes – Dr. Kelly Trainor**

Dr. Kelly Trainor presented the action item to the Board. For additional information, please see the April 12, 2023, documents file.

This agenda item aims to discuss and seek approval for adding a Certificate in Paramedicine and deleting the Certificate in Graphics and Web Design.

Addition of Certificate in Paramedicine:

The proposed Paramedicine certificate recognizes the completion of the core curriculum within the AAS in Paramedic Studies. It consists of three courses (EMS 262A, EMS 262B, and EMS 262C) that

total 45 credit hours, focusing on pre-hospital emergency care. Upon completion, students will be eligible for national and state industry certification as a Paramedic. This certificate can also be embedded within the AAS in Paramedic Studies, with students only needing to complete general education requirements for the AAS degree. Note: Completion of EMS 131 (or equivalent) and certification as an EMT are prerequisites.

Deletion of Certificate in Graphics and Web Design:

We recommend canceling the Graphics and Web Design certificate due to the need for significant updates to keep pace with changing technology, industry needs, and the required CIS faculty. In addition, we have determined that the necessary changes are not justifiable. Currently, 19 students are enrolled in the certificate (9 through Federal Financial Aid). Advisors and CTE faculty will work with these students to ensure they can complete the certificate next year. Note: CIS 117 Introduction to Web Page Design has also been deleted.

Mr. Patrick Hurley asked about the demand for the Graphics and Web Design certificate. Dr. Trainor indicated the College doesn't have the faculty support to continue the program. Based on local needs and local students, the demand is not there. Mr. Eric Eikenberry inquired if the certificate can be revisited if needed, which it can.

Mr. Patrick Hurley moved to accept the 2023 – 2024 Curriculum Changes. 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).

### **C. Lone Tree Remodeling Project – Dr. Jami Van Ess**

Dr. Jami Van Ess presented the Lone Tree Remodeling Project. For additional information, please see the April 12, 2023 documents file.

Chair Nat White asked how Kinney Construction was selected as the contractor. Dr. Van Ess explained that the College was able to use the City of Flagstaff's RFP process, where bids were pre-qualified for specific projects. This saved the College time and money. If the College doesn't want to use the recommended contractor, they may use the contractor approved as next in line.

High Country Training Academy (HCTA)

The decision to establish the partnership with HCTA was made swiftly, with the intention of starting HCTA's initial class within a few months of entering into a partnership. The 600-building was considered the ideal space for the academy on the Lone Tree Campus, providing enough room for instructional and defensive tactics training. Furthermore, dedicating the entire 600-building to the academy would allow them additional recruit changing facilities and office space.

However, at the time, the 600-building housed the Physics and Geology programs, and there was no other suitable place to relocate them before the academy's first class began in the fall semester. Additionally, the 600-building required renovations to suit the academy's training needs.

As a quick and temporary solution, HCTA was placed in rooms 532 and 533 in the 500-wing. Unfortunately, the academy's stress training and activities have proven to be disruptive, with considerable noise emanating from their classrooms. This noise has disturbed students and faculty in other programs and courses being held nearby.

Furthermore, the defensive tactics room, room 533, needs to be larger for the number of recruits and the activities they are required to conduct. The room is inadequately ventilated, and the only doors open into an indoor hallway, making proper ventilation difficult. Leaving these doors open also leads to excessive noise and disruption. The lack of changing rooms required lockers to be placed in the room, further reducing the available space. Male recruits are currently required to change in this same room.

#### Physics and Geology Classrooms

The 600-building was designed for general-purpose classrooms and conference rooms. It was not designed with science lab courses in mind. Despite the faculty's efforts to make it work, the setup has been far from ideal. To address this issue, the Physics and Geology programs would be relocated to the 500-wing, specifically rooms 510 and 512. Renovations in these rooms would allow the classrooms and labs to be updated, providing more suitable instructional and laboratory spaces. This move would also place them in close proximity to other science programs and the science lab prep room, enabling better collaboration and more effective instructional delivery. Academic Affairs has long desired to upgrade the facilities for these programs, but budget constraints have prevented it from being a stand-alone project.

The proposed changes to the Lone Tree Campus would improve instruction, minimize disruption, improve lab safety, improve recruit health and safety, simplify course scheduling, and help establish different academic areas. Moreover, HCTA's physical fitness and parade deck improvements would be located near the 600-building, allowing for more effective and less disruptive instruction and training.

Dr. Van Ess recommended that the District Governing Board adopt a motion approving the Lone Tree campus classroom remodel and exterior improvement projects with Kinney Construction.

Ms. Patricia Garcia motioned to approve the Lone Tree campus classroom remodel and exterior improvement projects with Kinney Construction. Mr. Joseph Smith seconded the motion. The motion was unanimously approved (Mr. Eikenberry, Ms. Garcia, Mr. Hurley, Mr. Smith, and Dr. White voting in favor).

### **INFORMATION AND REPORTS**

#### **Board Reports**

AACCT – Mr. Joseph Smith indicated the All Trustee Meeting is in Tempe, Arizona, next week, Chair White will attend with Mr. Smith.

ACCT – Ms. Patricia Garcia stated there is a Pacific Region meeting being held at 5 pm eastern time on April 13, 2023.

Alliance – Mr. Patrick Hurley will attend the next Alliance meeting on Friday, April 14, 2023, and Dr. Eric Heiser will attend as well. The Alliance is asking for a member of the Board or the College to work on affordable housing issues.

Foundation Board – Mr. Eric Eikenberry spoke about the popularity of the Flagstaff Marathon being held in November 2023. Palate to Palette will be on April 28, 2023.

Other – Chair White inquired if the Board would like to have their September 20, 2023, Board meeting on the Page Campus. Chair White would like to know if the Foundation would be willing to attend in Page, as this is a combined meeting.

**Student Services** – Mr. Tony Williams

Mr. Tony Williams presented the FTSE Report and indicated that enrollment is flat compared to the previous three years due to COVID. For additional information, see the April 12, 2023 documents file.

Highlights of the report included:

- Nationally, community college enrollment FTSE is flat
- Dr. Eric Heiser explained to the Board that the growth of community colleges is coming from dual enrollment. If we capture students for dual enrollment, they are much more likely to finish than a student who did not do dual enrollment.
- NAU set aside 150 beds for our students in the CCC2NAU program, which will increase enrollment
- 339 potential students applied to NAU and when they didn't qualify for admission, were directed to the College for admission
- NAU would like to roll this out to all of the community colleges in the state once the preliminary data is received.

Mr. Eric Eikenberry asked if only local students are referred from NAU to CCC. Mr. Williams indicated that as we are in the pilot project, the College has been able to accept students from throughout the state. These students have a specific interest in attending the mountain campus. This may change if the pilot project is incorporated with community colleges statewide. Student housing may affect how many of the 339 students are able to attend the College.

Quick data gathering is essential in order to ensure the CCC2NAU program is able to keep up with the demand.

**Business and Administrative Services** – Dr. Jami Van Ess

**a. Cyber Security Report – Mr. Brian Wilson**

Mr. Brian Wilson presented the Cyber Security Annual Report and the requirements of the report to the Board. For additional information, see the April 12, 2023 documents file.

Highlights include:

- This report is mandated by the Gramm-Leach-Bliley Act (GLBA) to be presented to the Board due to the amount of financial aid higher education institutions process
- IT does four internal and external vulnerability risk assessments each year, in addition to phishing and cybersecurity training, which is not required by GLBA but is required by our insurance carrier
- All College contracts include cybersecurity clauses to prove to the auditors that the College is protecting its data

- Opportunities
  - Grow and protect our Gap analysis
  - Automated alert and response vs. a manual process
  - Continue updating policies, procedures, and processes
  - Update hardware, software, and systems

Mr. Eric Eikenberry asked how prevalent internal threats are. Mr. Wilson responded that IT is always aware of potential threats, such as those who don't do annual cybersecurity training, and infect the system with viruses and phishing attempts.

The Board thanked Mr. Wilson for the IT department's hard work.

**b. Budget Status Report through March 2023 – Dr. Jami Van Ess**

Dr. Jami Van Ess reviewed the Budget Status Report with the Board through March 31, 2023. For additional information, see the April 12, 2023 documents file.

The Board did not have any questions.

**President's Report – Dr. Eric Heiser**

Dr. Eric Heiser invited the Board to the Nursing Pinning on May 11, 2023. The last Meet and Greet is tomorrow, April 13, 2023, in Page. Association of Community College Trustees (ACCT) President Jee Hang Lee will be at the College on April 18, 2023 for a tour of the Fourth Street campus with Dr. Heiser. Chair White will also attend.

Two weeks ago, Dr. Heiser attended the American Association of Community Colleges (AACC) conference in Denver, Colorado. Trevor Noah, from The Daily Show, was the keynote speaker and was a good fit for the conference. Dr. Heiser was recognized as the new president of the College, and he met with colleagues to learn what the latest and greatest is in the community college realm.

Mr. Eric Eikenberry told the Board that everyone who met Dr. Heiser in Williams enjoyed meeting him and are excited to work with him and the College.

**AGENDA ITEMS FOR FUTURE MEETINGS**

- Representative from the Board or the College to be part of the discussion with the Alliance on affordable housing
- Discuss moving the September joint Foundation – District Governing Board meeting to Page

**ANNOUNCEMENTS**

The next District Governing Board meeting will be May 17, 2023

The next Foundation Board meeting will be May 23, 2023

**MEETING EVALUATION**

ADJOURNMENT: Mr. Joseph Smith made a motion to adjourn the meeting at 7:47 pm. The motion was seconded by Ms. Patricia Garcia and unanimously approved. The motion was unanimously approved (Mr. Eikenberry, Ms. Garcia, Mr. Hurley, Mr. Smith, and Dr. White voting in favor).



**MINUTES PREPARED BY:**

---

Ms. Kirsten Mead  
Board Recorder

**ATTEST and APPROVED:**

---

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

---

Dr. Nat White  
Board Chair