

**COCONINO COMMUNITY COLLEGE  
DISTRICT GOVERNING BOARD**

**REGULAR MEETING**

**JANUARY 18, 2023**



**COCONINO COMMUNITY COLLEGE  
MINUTES OF A REGULAR MEETING  
OF THE  
DISTRICT GOVERNING BOARD  
JANUARY 18, 2023**

A Regular Meeting of the Coconino Community College District Governing Board was via interactive video conferencing (Zoom) and in person at Coconino Community College, 2800 S. Lone Tree Rd, Flagstaff, AZ 86005, in the Board Room. Board Chair, Dr. Nat White, called the meeting to order at 5:48 pm.

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

ABSENT: None

Also Present: Dr. Eric Heiser, Dr. Adriana Flores-Church, Mr. Bob Voytek, Mr. Bobby Sedillo, Mr. Brian Wilson, Mr. Cheyenne Grabiec, Ms. Colleen Carscallen, Dr. David Borofsky (zoom), Ms. Dianna Sanchez, Dr. Jami Van Ess, Dr. Jennifer Jameson, Ms. Julie Baumgartner, Ms. Katherine Costs, Ms. Kay Leum, Mr. Keith Becker, Dr. Kelly Trainor, Ms. Kirsten Mead, Mr. Kurt Stull, Mr. Larry Hendricks, Ms. Randi Axler, Ms. Sonni Marbury, and Mr. Tony Williams.

Reports, summaries, background material, and other documents referred to in these minutes can be found in the January 18, 2023 documents file.

**ADOPTION OF AGENDA**

Mr. Patrick Hurley moved to approve the agenda, and Mr. Eric Eikenberry 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 – November 16, 2022
- B. Minutes of a Regular Meeting – November 16, 2022
- C. Separations/New Hires

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

**INTRODUCTION OF GUESTS**

Mr. Larry Hendricks introduced Dr. David Borofsky, the Director of AACCT.

**CALL TO THE PUBLIC**

There was no response to the Call to the Public.

**CCC EXCELLENCE – Dr. Eric Heiser**

Dr. Eric Heiser thanked Dr. Jami Van Ess and her staff for the hard work it took to receive the Twenty-Seventh Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting.

**ELECTION OF BOARD CHAIR, VICE CHAIR/SECRETARY, AND COMMITTEE REPRESENTATIVES –**

**Dr. Nat White**

**Board Chair** – Mr. Patrick Hurley nominated current Board Chair Nat White to remain Board Chair. This will ensure continuity and a smooth transition for Dr. Eric Heiser as the College’s new President. Mr. Hurley appreciates the hard work Chair White put forth for Proposition 438 and its passing in the last election. Additionally, Mr. Hurley noted Chair White’s vast knowledge of the College and the systems involved that will be an invaluable help to Dr. Heiser. Mr. Joseph Smith agreed with Mr. Hurley’s comments.

Mr. Patrick Hurley motioned to elect Dr. Nat White as Board Chair, and Mr. Joseph Smith seconded the motion. Chair White was approved to continue as Board Chair for another term. (Mr. Eikenberry, Ms. Garcia, Mr. Hurley, and Mr. Smith, voting in favor).

**Vice Chair/Secretary** – Mr. Eric Eikenberry nominated Mr. Joseph Smith to remain Board Vice Chair and Secretary for continuity, as was discussed for Chair White.

Mr. Eric Eikenberry motioned to elect Mr. Joseph Smith as Board Vice Chair and Secretary for another term. Mr. Patrick Hurley seconded the motion. The vote was unanimous (Mr. Eikenberry, Ms. Garcia, Mr. Hurley, and Dr. White voting in favor).

**Arizona Association of Community College Trustees (AACCT) Representative** – Mr. Joseph Smith indicated his willingness to remain an AACCT representative, noting that he was not as engaged as he felt he should be in the past year. Chair White reminded Mr. Smith and the Board of the relationship that Mr. Smith has cultivated with AACCT Board President, Dr. David Borofsky, which is a valuable asset.

**Foundation Board Representative** – Mr. Eric Eikenberry indicated his willingness to continue on the Foundation Board but also doesn’t feel like he’s done the position justice. He is determined to be a more active Foundation Board member this year.

A vote was taken to accept the slate of positions, all voting in favor. Mr. Patrick Hurley motioned to accept the slate, and Mr. Joseph Smith seconded the motion. The vote was unanimous (Mr. Eikenberry, Ms. Garcia, Mr. Hurley, and Dr. White voting in favor).

It is noted that Ms. Patricia Garcia was appointed to ACCT, and the Board supports her being their representative to ACCT.

**ACTION ITEMS**

**A. ESI Phased Retirement – Dr. Adriana Flores-Church**

Dr. Adriana Flores-Church presented the renewal contract for ESI Phased Retirement. See the January 18, 2023 documents file for further information.

Dr. Flores-Church explained to the Board that Under a Mohave Educational Services Cooperative Contract (#17A-ESA-0518), Coconino Community College can participate in a Phased Retirement Program for the 2023 – 2024 Academic year. The current vendor for this program is Educational Services, Inc. (ESI)

The District Governing Board has historically approved the use of phased retirement since 2015. The Board approved the previous agreement with ESI on March 24, 2021. The purpose of Phased Retirement is to allow employees in good standing and needed by the College to be hired by ESI and placed back at CCC for a maximum of 12 months. This period aligns with the 12-month Arizona State Retirement period that does not allow retirees to work full-time for a state employer without placing their retirement benefit at risk. This also allows the College staffing flexibility to meet the needs of students, ability to gain budget capacity, retain institutional knowledge, and address workforce shortages and hard-to-fill positions. This contract is effective July 1, 2023, for one fiscal year and is subject to possible future renewal. The Office of Human Resources has a pending request for this service for the upcoming academic year.

The contract documents have been reviewed and approved by College Legal Counsel and the Director of Purchasing, Mr. Robert Sedillo, and are included in your Board packet for review.

The Board questions were:

- Who can participate? Any employees that are members of the Arizona State Retirement System (ASRS) are eligible to request ESI Phased Retirement
- Who decides to allow an employee to participate in ESI Phased Retirement? Mr. Patrick Hurley stated that employees should not make the request, it should start with the employee being asked to stay, not the employee requesting to stay.
- Ms. Patricia Garcia indicated that ESI Phased Retirement should be used on a case-by-case basis and not seen as an automatic entitlement. It should be used when there is a clear benefit to the College. Phased retirement is not the correct characterization of this program.
- Mr. Eric Eikenberry asked if this should be decided upon by the Board or administratively. Dr. Eric Heiser explained that this is a contract the College is entering into, not for the Board to decide how to apply the procedure.

Mr. Joseph Smith motioned to approve the ESI Phased Retirement contract, and Mr. Patrick Hurley seconded the motion. The motion was unanimously approved (Mr. Eikenberry, Ms. Garcia, Mr. Hurley, Mr. Smith, and Dr. White voting in favor).

#### **B. Law Enforcement Academy Addendum – Dr. Kelly Trainor**

Dr. Kelly Trainor presented the High Country Training Academy (HCTA) Addendum 1 which outlines a cost agreement between partnering law enforcement agencies. See the January 18, 2023 documents file for further information.

The cost agreement has been revised to add additional costs not included in the original Addendum approved in September 2022. The revised Addendum 1 specifies the additional costs and sets the new per-recruit amount charged to the sponsoring agencies at \$4,320 (an increase of \$408 per recruit).

Typically, Addendum 1 will be adjusted and approved before the start of each fiscal year. However, as this is the first year of the program and additional costs have been discovered, a mid-year change is needed. If approved, the new amount will go into effect immediately and apply to Class 2 of the High Country Training Academy, which starts in April.

The partnering law enforcement agencies are on board with the increase in fees. In the current agreement, the agencies each purchase their own recruit's ammunition for training. Addendum 1 will include ammunition purchased in bulk by the College and cut costs overall. Dr. Jami Van Ess noted that the member agencies require the agreement to cross out a section of the agreement regarding Page 2 of 3 – striking ammunition under compensation in section B2, as the cost of ammunition will now be included in Addendum 1.

Mr. Eric Eikenberry motioned adopt Addendum 1 as Dr. Trainor presented and as modified by Dr. Jami Van Ess. Mr. Patrick Hurley seconded the motion. The motion was unanimously approved (Mr. Eikenberry, Ms. Garcia, Mr. Hurley, Mr. Smith, and Dr. White voting in favor).

**C. Distinguished Service Award – Ms. Dianna Sanchez**

Ms. Dianna Sanchez presented Page Mayor Bill Diak as the 2022-2023 awardee of the Distinguished Service Award. See the January 18, 2023 documents file for further information.

The Distinguished Service Award is the highest award granted by Coconino Community College in recognition of outstanding service to the College. Nomination forms are posted on the College website and distributed by email to community members using College email distribution lists. A press release was sent to major publications in the area explaining the nomination process. The nominator submits a completed nomination form to the Coconino Community College Foundation. The nominator should provide specific information on contributions the nominee has made and state why he/she believes the person should receive the award.

City of Page Mayor Bill Diak, also known as “Mayor Bill” and a graduate of Coconino Community College, is a strong advocate and supporter of CCC and higher education. He lives the story of a career-related degree and the path a graduate can lead after completion. As an elected official, he is busy and pulled in many directions; however, he always has time for CCC! He faithfully attends our events, celebrations, and workshops. Mayor Bill believes in the CCC Page Center Student and Workforce Housing and is working hard to help us move forward in our planning and development. He attends bi-monthly planning meetings and provides good insight and updates relevant to the project.

Collaboration between the College and City is essential, and Mayor Bill helps ensure the partnership is strong.

Mr. Joseph Smith motioned to grant the Distinguished Service Award to Mr. Bill Diak, and Mr. Patrick Hurley seconded the motion. The motion was unanimously approved (Mr. Eikenberry, Ms. Garcia, Mr. Hurley, Mr. Smith, and Dr. White voting in favor).

Following the motion, the Board discussed how someone is nominated for this award. Normally, the winner is selected in August and publicly acknowledged at the Student's First Breakfast in September. Due to changing of Presidents, the award was delayed to this year. Mr. Hurley would

like Ms. Sanchez to follow up with recognizing him at our next public gathering and at other College events that he might attend.

## **INFORMATION AND REPORTS**

### **Business and Administrative Services – IT Update – Mr. Brian Wilson**

Mr. Brian Wilson provided the Board with an update for the IT department. See the January 18, 2023 documents file for further information.

The Board discussed the following:

- The timeframe for fiber broadband to Page will take time and funding
- College insurance requirements require vast amounts of IT human hours and are more rigorous than the federal government requirements
- The difficulties IT has hiring and retaining staff
- Professional development opportunities for IT staff, such as CBT (professional development subscription) Coursera
- Updates to our software subscriptions are both reactive and proactive, depending upon what the vendors can see coming down the pipeline; IT monitors it rigorously
- IT staff does not code; they script, but due to lack of staffing and funding, they cannot support custom code even if someone else writes it for them
- The Board would like to hear from Mr. Wilson on a more regular basis
- Funding and staff are needed by IT to deal with the challenges

Mr. Joseph Smith commended the IT department for the excellent job they have done so far. Chair White thanked Mr. Wilson for his presentation and commended him for the IT departments accomplishments and prioritization. Mr. Wilson and Dr. Jami Van Ess appreciate the recognition and support of IT.

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

Dr. Eric Heiser updated the Board on the legislative process beginning next week. There are interesting proposed changes from the new Governor to the budget. The public safety building will be brought to the legislature and advocating for as much funding as they are able to provide. Dr. Heiser and Ms. Patricia Garcia will be going to the National Legislative Summit the first week of February and Dr. Heiser will be meeting with legislators in Washington, DC.

## **ANNOUNCEMENTS**

The next District Governing Board meeting will be Monday, January 23, 2023

Next regular meeting February 15, 2023

The next Foundation Board meeting will be January 24, 2023

The next Alliance meeting is Friday, January 20, 2023

ADJOURNMENT:

There being no further business, Chair White adjourned the meeting at 7:13 pm.

**MINUTES PREPARED BY:**

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Ms. Kirsten Mead  
Board Recorder

**ATTEST and APPROVED:**

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

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Dr. Nat White  
Board Chair