

**COCONINO COMMUNITY COLLEGE
DISTRICT GOVERNING BOARD**

REGULAR MEETING

MAY 18, 2022



**COCONINO COMMUNITY COLLEGE
MINUTES OF A REGULAR MEETING
OF THE
DISTRICT GOVERNING BOARD
MAY 18, 2022**

A Regular Meeting of the Coconino Community College District Governing Board was held in the Board Room of the Lone Tree Campus, 2800 S. Lone Tree Rd., Flagstaff, AZ 86005. Board Chair, Dr. Nat White, called the meeting to order at 6:07 pm.

PRESENT: Eric Eikenberry
Patricia Garcia
Patrick Hurley (via Zoom)
Nat White

ABSENT: Joseph R. Smith

Also Present: Dr. Colleen Smith, President, Ms. Allison Eckert, Mr. Bobby Sedillo, Ms. Cindy Scott, Ms. Colleen Carscallen, Dr. David Borofsky, Ms. Dianna Sanchez, Ms. Gina Couillard, Ms. Giovanna Macry, Dr. Jami Van Ess, Ms. Jen Green, Mr. Joel Fitzler, Mr. Josh Hudlow, Mr. Keith Becker, Ms. Kalani Honani, Ms. Kirsten Mead, Mr. Kurt Stull, Mr. Larry Hendricks, Ms. Linda Neff, Ms. Lisa Hill, Dr. Nate Southerland, Ms. Sarah Benton, Ms. Sonni Marbury, Ms. Susie Garrettson, and Mr. Tony Williams.

Reports, summaries, background material, and other documents referred to in these minutes can be found in the May 18, 2022 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 20, 2022
- B. Minutes of an Executive Session – April 20, 2022
- C. Minutes of a Regular Meeting – April 20, 2022
- D. Minutes of a Work Session – May 3, 2022
- E. Minutes of a Special Meeting – May 4, 2022
- F. Minutes of an Executive Session – May 4, 2022
- G. Minutes of a Special Meeting – May 16, 2022
- H. Minutes of an Executive Session – May 16, 2022
- I. Separations/New Hires

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

INTRODUCTION OF GUESTS

Mr. Larry Hendricks introduced Dr. David Borofsky, Director of Arizona Association of Community College Trustees (AACCT), and Susie Garretson, a member of Supporters for a Thriving CCC.

CALL TO THE PUBLIC

Mr. Larry Hendricks read a statement of heartfelt thanks from Ms. Gail Lowe to the voters of Coconino County for passing Proposition 438.

Ms. Susie Garretson, co-chair of Supporters for a Thriving CCC thanked the District Governing Board, Strategies 360, and all of the volunteers and donors who helped win this election.

CCC EXCELLENCE – DEGREE ATTAINMENTS AND RETIREMENT RECOGNITIONS

- Sandra Dihlmann – Full-Time English Faculty – Dr. Nate Southerland
- Kalani Honanie – Financial Aid Specialist I – Dr. Jami Van Ess
- Steven Krum – ITS Client Services Technician II – Dr. Jami Van Ess
- Kimberly Tsinnie – Financial Aid Specialist II – Dr. Jami Van Ess
- Mitch Driebe – Academic and Career Advisor – Retirement – Mr. Tony Williams
- Colleen Smith – CCC President – Retirement – Dr. Jami Van Ess and Dr. Nate Southerland

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.

ACTION ITEMS

A. Emeritus Status – Colleen Smith – Dr. Nat White

Dr. Nat White encouraged the Board to adopt a motion approving Emeritus Status for Dr. Colleen Smith to be granted Emeritus status. Ms. Patricia Garcia made a motion to nominate and Mr. Patrick Hurley seconded the motion. The motion passed unanimously.

Dr. Colleen Smith joined Coconino Community College on February 1, 2016 and has served devotedly and enthusiastically ever since. She has been a champion and cheerleader of the College and its students throughout the county and state and has left an indelible mark on all of us. In particular, the relationships with community members and leaders she has formed will benefit the College for many years to come. Her warmth and genuine enthusiasm for CCC and its students have made a huge difference.

Pres. Smith began her community college career 41 years ago as a full-time faculty member in Fine Arts at Western Wyoming Community College. She went on to serve in a variety of administrative roles at Western before returning to her home state of Texas to serve as a Senior Vice President and President at two different colleges there prior to joining CCC.

Dr. Smith earned her PhD from Texas Woman's University and both her Master's and Bachelor's degrees from Texas A&M Commerce (previously known as East Texas State University). While in Wyoming she served as a member of the Consultant-evaluator Corps for the Higher Learning Commission and while in Texas she chaired accreditation committees for the Southern Association of College and Schools Commission on Colleges. She has served as the Community College Chair of the state-wide Undergraduate Education Advisory Committee for the Texas Higher Education

Coordinating Board and chair of the North Texas Community College Consortium. She has always served her home community, county, and state with a variety of organizations such as Sweetwater (Wyoming) Workforce Investment Council, Southwest Wyoming Rehabilitation Center, Wyoming Commission for National and Community Service, Cisco Civic League, Sweetwater Humane Society, McKinney Community Development Executive Board, United Way Campaign Co-chair and Goodwill Board of Directors, etc.

Most recently, Pres. Smith has served on the Boards of the Economic Collaborative of Northern Arizona, the Greater Flagstaff Chamber of Commerce, LAUNCH Flagstaff, and the Northern Arizona Leadership Alliance. She is also a member of the Arizona Community College Coordinating Council and previously served as Chair. She serves on the national Presidential Advisory Boards for Phi Theta Kappa and the Steve Fund and has been an active participant in Arizona Women in Higher Education.

A few of her honors and awards include the Kitty Winter Magee Distinguished Scholar Award, Woman of the Year Award, Distinguished Alumni Award, and President's Award for outstanding service as a Board Member of the Rocky Mountain Theatre Association, the Extra Mile Award, and the 2020 Athena Award.

President Smith will be greatly missed by the faculty and staff of CCC, and we wish her the very best as she enters retirement.

Coconino Community College Policy 27-00, Emeritus Status, states that the District Governing Board "may award 'emeritus' status to out-going Presidents, retired, full-time faculty and administrators (dean and above), and District Governing Board Members for distinguished service" if they have met certain criteria, including having been a full-time employee of the College in good standing, and are nominated by the appropriate parties (members of his or her department or immediate supervisor).

Ms. Patricia Garcia made a motion to grant Dr. Colleen Smith Emeritus status. Mr. Patrick Hurley seconded the motion. The motion was unanimously approved (Mr. Eric Eikenberry, Ms. Patricia Garcia, Mr. Patrick Hurley, and Dr. Nat White voting in favor).

Each Board member thanked Dr. Smith individually for her leadership and the example she has set. Dr. Smith has reached a gold standard as a College President. The Board thanked Dr. Smith for her work with the Arizona legislature, and District Governing Board, her efforts with the primary property tax election, and her commitment to the College, along with her enthusiasm and dedication and for the number of diverse communities she has formed relationships with; people who previously didn't feel seen, heard, or understood.

B. Dual Enrollment and CAVIAT IGA – Dr. Nate Southerland Public Schools

Each year, the College and school districts in Coconino County partner to offer dual enrollment programs for high school students under Intergovernmental Agreements (IGAs).

The school districts participating in the Dual Enrollment program for FY23 are as follows:

- Flagstaff Unified School District No. 1
- Fredonia-Moccasin Unified School District No. 6
- Ganado Unified School District No. 20
- Grand Canyon Unified School District No. 4
- Greyhills Academy High School
- Page Unified School District No. 8
- Tuba City Unified School District No. 15
- Williams Unified School District No. 2

A sample of the FY23 IGA is attached for reference. This format is used by community colleges throughout the State of Arizona and has been approved as to form and authority by College Legal Counsel.

The sample IGA includes two exhibits (Exhibits A and B) which vary for each participating school district according to the specific programs offered, testing requirements, and the parties responsible for applicable tuition payments and testing fees. No changes to tuition and fees are being made.

Dual enrollment partnerships contribute to goal 1.2 of the strategic plan: The number of Coconino County residents attending the College will increase to improve the Community College-Going Rate.

Dual enrollment generates a minimal amount of tuition and FTSE revenue. The College receives \$15/credit in tuition for CTE courses and \$0/credit for transfer courses. State aid is approximately \$295/FTSE for dual enrollment classes.

Ms. Patricia Garcia made a motion to approve the Dual Enrollment IGAs and authorize the College President to sign IGAs for the participating school districts for FY23. Mr. Eric Eikenberry seconded the motion. The motion was unanimously approved (Mr. Eric Eikenberry, Ms. Patricia Garcia, Mr. Patrick Hurley, and Dr. Nat White voting in favor).

Charter Schools

Each year, the College and charter schools in Coconino County partner to offer dual enrollment programs for high school students under Intergovernmental Agreements (IGAs).

The school districts participating in the Dual Enrollment program for FY23 are as follows:

- Flagstaff Arts and Leadership Academy (FALA)
- Northland Preparatory Academy (NPA)

A sample of the FY23 IGA is attached for reference. This format is used by community colleges throughout the State of Arizona and has been approved as to form and authority by College Legal Counsel.

The sample IGA includes two exhibits (Exhibits A and B) which vary for each participating school district according to the specific programs offered, testing requirements, and the parties responsible for applicable tuition payments and testing fees. No changes are being made to tuition and fees.

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Ms. Patricia Garcia made a motion to approve the Dual Enrollment IGAs and authorize the College President to sign IGAs for the participating school districts for FY23. Mr. Eric Eikenberry seconded the motion. The motion was unanimously approved (Mr. Eric Eikenberry, Ms. Patricia Garcia, Mr. Patrick Hurley, and Dr. Nat White voting in favor).

CAVIAT – The District Governing Board signed a 5-year IGA for CAVIAT Central Programs (programs offered by CCC using CCC instructors) in Spring 2019. Each year, programs are added or deleted based on CCC’s capacity and approved programs of study. The attached list shows the programs to be offered for CAVIAT students during the 2022-23 school year. In addition, Addendum 3 adjusts the original IGA to reflect that CCC will maintain its accreditation with the Higher Learning Commission to satisfy Arizona Department of Education quality standards for CAVIAT central programs.

Dual enrollment partnerships contribute to goal 1.2 of the strategic plan: The number of Coconino County residents attending the College will increase to improve the Community College-Going Rate.

CAVIAT pays regular tuition plus \$50 per credit for its students to enroll in CCC classes. In addition, CCC counts these students in its regular FTSE counts and receives state aid in the amount of \$590/FTSE.

The Board discussed:

- Why secondary educators teach the dual enrollment courses instead of CCC Faculty
- If educators must receive the same approval process as CCC Faculty
- If the College provides faculty for distance learning courses
- How citizens that don’t have facilities, such as automotive, get the same benefit from dual enrollment as other students

Ms. Patricia Garcia made a motion to approve the proposed addendum and CAVIAT program offerings for the 2022-23 school year and authorize the College President to sign the addendum. Mr. Patrick Hurley seconded the motion. The motion was unanimously approved (Mr. Eric Eikenberry, Ms. Patricia Garcia, Mr. Patrick Hurley, and Dr. Nat White voting in favor).

C. Fiscal Year 2022-2023 General Liability and Property Insurance – Dr. Jami Van Ess

The College joined the Arizona Risk Retention Trust (“the Trust”) on July 1, 2003. The Trust is a pooled insurance carrier that covers a majority of school districts in the state as well as nine of the community colleges.

The total FY23 premium is \$207,619 is \$13,371 more than the current year’s premium of \$194,248 (please see the Proposal Acceptance Form and two-year comparison attached for details). The premium includes the general liability insurance package, cybersecurity, pandemic, property,

administrative practices, and pre-paid legal. The net increase is primarily due to increases in cyber and property coverage. These increases have been partially offset by reductions in pre-paid legal and pandemic coverage.

There are two possible options for savings as follows:

- 1) **Pandemic Coverage Option:** Starting in FY21 the Trust provided optional pandemic coverage on a self-insured basis. To date the Trust has not received any pandemic claims and returns all pandemic premiums through the loyalty credit program the following year if it is not used. Currently, 75% of the districts have opted for the pandemic coverage. The premium for the pandemic coverage for FY23 is \$7,500. The Board may choose to discontinue the pandemic coverage for an upfront savings of \$7,500.
- 2) **Cyber Coverage Option:** The cyber insurance market has become quite challenging. If a broker is able to acquire coverage at all, it is more expensive with reduced coverage options than prior years. It is common for cyber coverage to require proof of regular system penetration testing, multifactor authentication, and airgap back-ups. The premium for the current level of enhanced \$3 million-dollar cyber coverage has increased from \$22,272 in FY22 to \$41,945 for FY23. Currently, only 21 districts in the Trust have opted for the enhanced cyber coverage. The Board has the option to select the \$1 million-dollar base level of cyber coverage for an annual savings of \$11,985.

Loyalty Credit Program: The Trust has a loyalty credit program where participants have the opportunity to earn rebates based upon low claim utilization and participation in risk management activities. For FY21, the College has earned the maximum dividend of 5% or \$9,700 which will be deducted from the premium.

Since the total package exceeds \$100,000, it requires District Governing Board approval per College procedure.

The general liability, cyber security, property, administrative practices, and pre-paid legal were estimated in the FY23 budget at a \$4,000 increase over the previous year. If the board elects to maintain the current coverage levels, the difference will be made up from either the President's emergency fund or contingency funds.

The Board discussed the different options for FY23 coverage, the benefits of keeping the pandemic coverage, and what would be best for the College.

Ms. Patricia Garcia made a motion to adopt the coverages as presented, without change, with the Arizona School Risk Retention Trust and authorize the President to sign the agreement. Mr. Patrick Hurley seconded the motion. The motion was unanimously approved (Mr. Eric Eikenberry, Ms. Patricia Garcia, Mr. Patrick Hurley, and Dr. Nat White voting in favor).

D. Expenditure Limitation Designation – Dr. 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 June of each fiscal year for the following fiscal year. This agenda item is requesting that the Board designate an official to submit the Expenditure Limitation Report for Fiscal Year 2023.

This is a requirement from Arizona state statute and all Policy and Procedure reaffirms the College's need to follow state statute.

Ms. Patricia Garcia made a motion to adopt Dr. Jami Van Ess as the chief fiscal officer designated to submit the College's Expenditure Limitation Report for Fiscal Year 2023. Mr. Patrick Hurley seconded the motion. The motion was unanimously approved (Mr. Eric Eikenberry, Ms. Patricia Garcia, Mr. Patrick Hurley, and Dr. Nat White voting in favor).

INFORMATION AND REPORTS

Board Reports

AACCT – Dr. David Borofsky, the Director of Arizona Association of Community College Trustees (AACCT), congratulated Dr. Colleen Smith on her recent Emeritus award and an honorary doctorate from NAU. District Governing Board Trustee Mr. Joseph Smith joined AACCT at the Helios Foundation for a meeting about student success. It was a great meeting with a lot of information about Coconino County. AACCT suggested that the Helios Foundation data be shared with the Coconino County K-12 public schools. Dr. Borofsky appreciates Mr. Smith's participation in the organization.

ACCT – Ms. Patricia Garcia attended the May 5, 2022, Pacific Region ACCT meeting, which was well attended. The ACCT Leadership Congress is being held in New York City, from October 26th through 29th, 2022. The College was to provide a presentation for P3, but it was determined to hold off until 2023. Ms. Garcia would like to attend. The new ACCT President, Mr. Jee Hang Lee, has been visiting many community colleges this year and would like the Board to consider inviting him to AZ to visit the College.

Alliance – Dr. Colleen Smith presented to the Alliance on the Primary Property Tax initiative. The presentation was well received. Dr. Jose Cruz Rivera, NAU President, also presented the University's plans for the future and told the audience that he is personally supporting Proposition 438. Dr. Cruz Rivera is very supportive of the College.

Foundation Board – Mr. Eric Eikenberry let the Board know that the meeting was postponed to June 14th due to Kay Leum's injury.

Others - Mr. Patrick Hurley participated in a meeting with the Economic Collaboration of Northern Arizona (ECoNA) and presented the Board with news about Goodwill and affordable housing, an HGTV show named Home Town Makeover that is featuring Winslow, Arizona in June 2022, broadband internet expansion, and a 1000 home development being built in Camp Verde, Arizona, as a place for affordable housing for northern Arizona.

Mr. Patrick Hurley thanked Dr. Smith was able to connect with Dr. Cruz Rivera in a very short period of time & Dr. Cruz Rivera is excited about the partnerships with NAU/CCC. Never has CCC connected so quickly with NAU.

Academic and Student Affairs

Summer 2022 Workshops and Workforce Education– Dr. Nate Southerland

Dr. Nate Southerland presented the Summer 2022 Workshops and Workforce Education including Summer Camps in Flagstaff and Page, Navajo Math Circles (translating math from English to Navajo). Summer Learning Series replaces Comet Talks. See May 18, 2022 documents file for more information. Board discussion included:

- The CDL program’s success
- Why enrollment was down for the CAMT course in Page and why it was canceled
- Excitement about Summer Camps and how they are being marketed to all segments of the community

SBDC Awardee – Dr. Nate Southerland

Dr. Nate Southerland introduced Ms. Gina Couillard, Associate State Director, Arizona Small Business Development Center (SBDC), and former CCC SBDC Director, who presented a 2-minute video about the 2022 Coconino County SBDC Award Winner, Ms. Jen Green, owner of Strides 2 Thrive and Elevated Shredding. Strides 2 Thrive is an agency for individuals with developmental disabilities that teaches life skills that will enhance their ability to live and thrive in the community. Strides 2 Thrive, in partnership with Elevated Shredding, also provides employment services for those that wish to gain meaningful employment within the Flagstaff community.

Dr. Smith congratulated Ms. Green on her success and Ms. Couillard for turning the Coconino County SBDC into a huge success. The Board and the audience gave Ms. Green a standing ovation.

Student Success – Mr. Tony Williams

Mr. Tony Williams has been with the College for 2 years, the first 6 months pre COVID. There hasn’t been a lot of time to celebrate the successes of the students, staff, and faculty. The Student Awards Ceremony was held in April and was an opportunity to learn from our students about what they’ve had to live through to get to where they are today. The students, 32 in total, are resilient, persistent, and focused. One of the students, a veteran, upon completion of the spring semester, was flying to Poland to fight in the war between Russia and Ukraine. The attendance included 160 guests. The biggest community event CCC put on since pre-covid.

The first Native American Success Center had a ribbon-cutting event at the Page Center – 56 attendees including dignitaries. The staff stayed and provided services to students the next morning.

This summer launching the NASNTI bridge summer program. Brian Francis is still recruiting in the schools.

Dr. Nate Southerland spoke of the student awards celebration in Page

Mr. Eric Eikenberry spoke about how moving Commencement was and was grateful for being there. Mr. Patrick Hurley watched the live stream of CCC’s commencement and NAU’s commencement and noted the vast differences between them. The Board praised the commencement team.

President’s Report – Dr. Colleen Smith

Dr. Colleen Smith presented the April President’s report included in the May 18, 2022 documents file. Dr. Smith introduced Ms. Allison Eckert, the Interim Executive Director of Human Resources (HR), and thanked her for assisting the College in the search for a new Executive Director of HR.

EXECUTIVE SESSION

At 7:00 pm a motion was made by Mr. Patrick Hurley and seconded by Ms. Patty Garcia to enter into Executive Session pursuant to A.R.S. § 38-431.03(A)(1) for discussion of Personnel Issues. The motion was unanimously approved (Mr. Eikenberry, Ms. Garcia, Mr. Hurley, and Dr. White voting in favor).

RECONVENED IN OPEN SESSION

At 7:37 pm Mr. Patrick Hurley motioned to reconvene in open session and Ms. Patricia Garcia seconded the motion. The motion was unanimously approved (Mr. Eikenberry, Ms. Garcia, Mr. Hurley, and Dr. White voting in favor). The meeting resumed in open session at 7:37 pm.

AGENDA ITEMS FOR FUTURE MEETINGS

The Fiscal Year 2023 Budget Hearing and Budget Adoption will be held on June 8, 2022, via Zoom.

ANNOUNCEMENTS

The next District Governing Board meeting will be on Wednesday, June 8, 2022, via Zoom.

The next Foundation Board meeting will be Tuesday, June 14, 2022, in Page.

MEETING EVALUATION

ADJOURNMENT: There being no further business, Chair White adjourned the meeting at 7:38 pm.

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