

**COCONINO COMMUNITY COLLEGE  
DISTRICT GOVERNING BOARD**

**REGULAR MEETING**

**NOVEMBER 16, 2022**



**COCONINO COMMUNITY COLLEGE  
MINUTES OF A REGULAR MEETING  
OF THE  
DISTRICT GOVERNING BOARD  
NOVEMBER 16, 2022**

A Regular Meeting of the Coconino Community College District Governing Board was held in the Lone Tree Board room, 2800 S. Lone Tree Rd, Flagstaff, AZ 86005 and via interactive video conferencing (Zoom). Board Chair Dr. Nat White called the meeting to order at 5:55 p.m.

PRESENT: Eric Eikenberry  
Joseph R. Smith (via Zoom)  
Nat White

ABSENT: Patricia Garcia  
Patrick Hurley

Also Present: Dr. Christal Albrecht, Dr. Adriana Flores-Church, Ms. Alexis Knapp, Mr. Bob Voytek, Mr. Bobby Sedillo, Mr. Brett Kitch, Mr. Brian Wilson, Mr. Cheyenne Grabiec, Ms. Christina Bauer, Ms. Colleen Carscallen, Ms. Dianna Sanchez, Dr. Douglas Friedman, Dr. Jami Van Ess, Ms. Jennifer Jameson, Ms. Juanita Tarango, Ms. Kay Leum, Dr. Kelly Trainor, Ms. Kirsten Mead, Mr. Kurt Stull, Mr. Larry Hendricks, Dr. Michael Merica, Dr. Nate Southerland, Ms. Robin Jarecki, Ms. Sonni Marbury, Ms. Tama Kott, Dr. Terry Sawma, Mr. Tony Williams.

Reports, summaries, background material, and other documents referred to in these minutes can be found in the November 16, 2022 documents file.

**ADOPTION OF AGENDA**

Mr. Joseph Smith moved to approve the agenda and Mr. Eric Eikenberry seconded the motion. The motion was unanimously approved (Mr. Eikenberry, Mr. Smith, and Dr. White voting in favor).

**ADOPTION OF CONSENT AGENDA**

- A. Minutes of a Work Session – October 19, 2022
- B. Minutes of a Regular Meeting – October 19, 2022
- C. New Hires/Separations

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

**FOLLOW UP ITEMS**

There were no follow-up items.

**INTRODUCTION OF GUESTS**

No guests were in attendance.

**CALL TO THE PUBLIC**

There was no response to the Call to the Public.

## **ACTION ITEMS**

### **A. Extension of COVID-19 Resolution – Chair Nat White**

Chair White presented the Extension of COVID-19 Resolution to the Board. This resolution allows for the President of the College to make quick decisions in public health emergency situations.

The continuing COVID-19/Coronavirus public health emergency creates a possible need for the College President to act quickly to protect the District's students, faculty, and staff. The attached resolution grants the President the authority to make decisions in these situations to allow for the continuation of public education, and protect the health and safety of students and staff throughout the District. Further, the resolution follows College Policy 710-00 President Emergency Succession Plan and appoints the Executive Vice President as Interim President in the event that President Dr. Heiser was to become incapacitated.

The existing resolution was approved in March 2021 and expires on December 31, 2022. This action item extends the date of that resolution through December 31, 2023, and may be revoked at any time by a vote of the District Governing Board. The resolution has also been updated to reflect changes to some of the changes to guidance and information issued by the CDC, ADHS, and Coconino County since the start of the pandemic.

Mr. Joseph Smith moved to approve the Extension of COVID-19 Resolution and Mr. Eric Eikenberry seconded the motion. The motion was unanimously approved (Mr. Eikenberry, Mr. Smith, and Dr. White voting in favor).

### **B. Minimum Wage and Possible Mid-Year Compression Options – Dr. Jami Van Ess**

Dr. Jami Van Ess discussed the reasoning for a mid-year wage increase for all employees and presented four options to the board for mid-year salary increases campus-wide as discussed by the Board during the Work Session. See the November 16, 2022 documents file for additional information.

#### **Mid-Year increase – January 1 through June 30, 2023**

Increase salaries and wages to all employees to address the minimum wage increase and compression, to help recruitment in the competitive job market, and with continuing high inflation rates.

#### **Economic Information**

City of Flagstaff Minimum wage increase - \$1.30 increase to \$16.80 per hour

High Inflation Rates - 8.3% (Western Region, ten months through October)

Cost of living - Flagstaff is 13.1% higher than the US and the cost of housing is 29% higher in Flagstaff than the US

Low Unemployment - 4.5% (Coconino County, September 2022)

#### **Vacancies**

Increased turnover in positions (20% versus 17%)

Smaller applicant pools

Candidates are declining job offers (one in every four to five job offers)

Positions are taking longer to fill, multiple search cycles

Employees are working hard to fill in for vacant positions  
Experiencing wage compression from minimum wage increases

**Options:**

- Full-time Faculty - Percentage would be added salary schedule
- Part-time Faculty - Percentage added to per credit hour rate
- Full-time Administration, Professional, and Classified Hourly - Flat dollar amount per hour results in a higher percentage increase for lowest paid employees.
- Part-time Staff – dollar increase added to the schedule

The Board discussed the pros and cons of each option.

Mr. Eric Eikenberry moved to adopt the Mid-Year Salary Increase, and Mr. Joseph Smith seconded. The board unanimously approved the recommendation as recommended: a flat \$1.50 per hour increase for staff and an increase in faculty pay effective January 1, 2023 (Mr. Eikenberry, Mr. Smith, and Dr. White voting in favor).

**INFORMATION AND REPORTS**

**A. Board Reports**

**AACCT** – Mr. Joseph Smith had nothing to report. The next meeting is in February.

**Alliance** – Nothing to report from Dr. Jami Van Ess. The next meeting is this upcoming Friday.

**Foundation Board** – Mr. Eric Eikenberry gave a glowing review of the work the Foundation has been doing and how it's impacting our students. Mr. Joseph Smith reported that the marathon was a wildly successful event.

**Others** – Mr. Tony Williams shared news regarding the CCC Running Comets ran in Tallahassee, Florida and how well the Men's and Women's teams placed. Men's placed 23<sup>rd</sup> in the nation, and Women's placed 4<sup>th</sup>. Hailey "The Comet" Burns won the championship for Division Two.

**B. Academic and Student Affairs** – Dr. Nate Southerland

Dr. Nate Southerland gave a touching speech regarding his time at CCC, thanking colleagues and expressing gratitude for his time and experience here.

**C. Student Services** – Mr. Tony Williams

Regarding a previous request from the board, Mr. Tony Williams had put together an early report on enrollment but as the original request came from Ms. Patricia Garcia, who is not present, the report was tabled until January 2023.

**D. President's Report** – Dr. Christal Albrecht.

Dr. Albrecht presented the highlights of the President's Report. See the documents included in the November 16, 2022, document file.

**AGENDA ITEMS FOR FUTURE MEETINGS**

- IT Department challenges regarding cyber-attacks, keeping up w/technology, and staffing
- Tuition Reimbursement Policy

- Distribute video that NAU sent out when denied NAU admission
- Enrollment Report that was postponed to the January 2023 meeting

**ANNOUNCEMENTS**

The next District Governing Board meeting will be January 18, 2023

The next District Governing Board Budget Retreat will be January 24, 2023

The next Foundation Board meeting will be November 29, 2022

**MEETING EVALUATION**

There being no further business, Chair White adjourned the meeting at 6:55 p.m.

**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