

**COCONINO COMMUNITY COLLEGE
DISTRICT GOVERNING BOARD**

WORK SESSION

JANUARY 24, 2022



**COCONINO COMMUNITY COLLEGE
MINUTES OF A WORK SESSION
OF THE
DISTRICT GOVERNING BOARD
JANUARY 24, 2022**

A Work Session of the Coconino Community College District Governing Board was held via interactive videoconferencing (Zoom). Board Chair, Dr. Nat White, called the meeting to order at 4:03 pm.

PRESENT: Eric Eikenberry
Patricia Garcia
Patrick Hurley
Nat White

ABSENT: Joseph R. Smith

Also Present: Ms. April Sandoval, Mr. Brian Wilson, Mr. Dietrich Sauer, Dr. Jami Van Ess, Ms. Kay Leum, Ms. Kirsten Mead, Dr. Lisa Blank, Dr. Nate Southerland, Ms. Sonni Marbury, Mr. Steve Peru, and Ms. Suzzanna Rodriguez.

Reports, summaries, background material, and other documents referred to in these minutes can be found in the January 24, 2022 documents file.

Follow Up

- The Board would like to see scenarios similar to what Dr. Van Ess developed in the past showing the dollar amount and percentage salary increases for employees.

1. Information Item - Purpose and Structure of the Budget Retreat

Dr. Colleen Smith was unable to attend the meeting as she was invited to attend several days of meetings at the legislature and with the Governor. Dr. Jami Van Ess presented the budget retreat materials.

2. Information Item – Budget Planning

- i. **Budget Status Report through December 2021**
- ii. **Budget Guiding Principles**
- iii. **Background and Trends**
- iv. **Budget Assumptions and FY23 Outlook**
- v. **Tuition and Fees**
- vi. **Compensation**
- vii. **Board Direction**

Dr. Van Ess started by reviewing the budget status report and walked the Board through each line item. The report details expenses through December 31, 2021, 50% of the fiscal year (FY). Of note, the College received four Higher Education Emergency Relief Funds (HEERF), including Minority Serving Institution (MSI) funds. Please see the January 24, 2022 documents file for additional details on this report.

Questions and comments on the presentation included:

- The Board would like Dr. Van Ess to clarify a discrepancy in the budgeted contingency fund between two of the reports shown. Dr. Van Ess was able to clarify this discrepancy later in the meeting as funds not transferred from the unexpended plant fund.

Dr. Van Ess reviewed the budget retreat presentation included in the meeting packet. Topics included: budget guiding principles and planning documents, background and trends, budget assumptions and FY23 forecast, tuition and fees, compensation, DGB direction, and next steps. Please see the January 24, 2022 documents file for additional details on this report.

Questions and discussion on the presentation included:

- With the budget presented, how do the assumptions affect the trend lines? Dr. Van Ess explained that there are still some unknowns: Proposition 207 Smart & Final funding amount is unclear, and the College needs to develop a plan to use the one-time funds to start the new academic areas suggested. Once those figures are completed, the Board will better picture the trends between expenses and revenue.
- The Board was supportive of no increase in tuition at this time.
- What made up the 12% projected decline in FTSE enrollment numbers projected in FY23.
- Who would bear the cost of differential tuition, and if employers and scholarships could cover those funds.
- Discussion surrounding the three possible scholarship options presented.
- A discussion on whether the three free credit hours would be tied to enrolling in a program at CCC or if it would deter students from taking the class.
- Free summer tuition has data to support that it could help increase fall registrations and retention.
- Discussion on collapsing the part-time faculty tiers or keeping it as is.
- Part-time faculty prefer that the tiers be collapsed and that all part-time faculty are paid the same wage for teaching a class.
- Before reaching Dr. Van Ess for budget consideration, discussions on compensation were conducted with faculty, staff, and the Compensation Committee.
- Discussions of the various options presented for compensation packages and how those affect the budget.

Board Direction

- The Board reached a consensus not to increase tuition and continue the three free credit summer tuition program for Coconino County high school graduates.
- The Board reached a consensus on compensation and would like Dr. Van Ess to proceed with the assumptions she presented at today's meeting, including the cost of living increases as follows:
 - Full-time faculty - option c – 2% step (add a step) and 2% added to schedule = 4%
 - Part-time faculty – option c - 4% average increase (\$887 & \$922 to a single rate of \$935)
 - Part-time faculty savings for additional full-time faculty and enrollment decrease - \$215,000
 - Classified, professional, technical, and administrative staff – option c – 4% increase (no redlining)
 - Medical - 4.8% increase to all employer contributions
 - Cafeteria - Continue \$80 per month increase/\$960 per year

The Board would like to see scenarios similar to what Dr. Van Ess developed in the past showing the dollar amount and percentage salary increases for employees.

The Board thanked Dr. Van Ess and her team for all of their work in putting together tonight's budget presentation.

ADJOURNMENT: The Work Session Adjourned at 6:18 pm.

MINUTES PREPARED BY:

Ms. April Sandoval
Board Recorder

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

Dr. Nat White
Board Chair