

**COCONINO COMMUNITY COLLEGE
DISTRICT GOVERNING BOARD**

WORK SESSION

FEBRUARY 15, 2023



**COCONINO COMMUNITY COLLEGE
MINUTES OF A WORK SESSION
OF THE
DISTRICT GOVERNING BOARD
FEBRUARY 15, 2023**

A Work Session of the Coconino Community College District Governing Board was held via interactive videoconferencing (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 4:04 pm.

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

ABSENT: Patrick Hurley

Also Present: Dr. Eric Heiser, Dr. Adriana Flores-Church, Mr. Bob Voytek, Mr. Brett Kitch, Mr. Cheyenne Grabiec, Dr. David Borofsky, Mr. David Prieb, Ms. Dianna Sanchez, Dr. Jami Van Ess, Ms. Juanita Tarango, Ms. Julie Baumgartner, Mr. Keith Becker, Dr. Kelly Trainor, Ms. Kirsten Mead, Mr. Marc Maciha, Ms. Randi Axler, Ms. Robin Jarecki, Mr. Ryan Bouwhuis, Ms. Sonni Marbury, and Mr. Tony Williams. Mr. Brian Wilson and Ms. Kay Leum attended via Zoom.

Reports, summaries, background material, and other documents referred to in these minutes can be found in the February 15, 2023 documents file.

1. FOLLOW UP ITEMS

Dr. Nat White noted there were no follow up items.

2. DISCUSSION/INFORMATION ITEMS

A. Communication Policy for Trustees – Dr. Nat White

- Chair Nat White spoke of the need to review the communication policy of the Board. The existing policy pertains to the public. The policy does not address communication between the Board and College staff. Dr. Eric Heiser researched other community college communication policies. He found that Yavapai College has two relevant policies that the Board should review as possible alternatives to the existing policy.
 - Policy 307: Board Member Responsibilities and Obligations. Sub-policy 8 pertains to talking to the public
 - Policy 401: Delegation to and Accountability of the President. There are five sub policies that should be discussed
- The Board will review the policies provided by Dr. Heiser for a future discussion on the topic
- The Board discussed:
 - What is the existing board policy? Dr. White referenced Policy 22, Roles and Responsibilities of the Board, and Policy 38, Inquiries to Board Members. The policies are unclear and should be consolidated over the next few months

- Mr. Eric Eikenberry spoke to the reasoning that helped create the existing Yavapai College policy and affirmed his desire to update the College policy
- Ms. Patricia Garcia agreed that it is important to resume consistently reviewing District Governing Board policies and procedures

B. Follow up to Budget Retreat – Dr. Jami Van Ess

Chair Nat White reviewed the Board direction from the last Board meeting. Additional information can be found in the February 15, 2023, documents file.

The Board:

- Will not increase tuition but will review differential tuition during today's regular Board meeting
- Will discuss all compensation options presented at the regular Board meeting
- Reached a consensus on employee tuition reimbursement, increasing it to \$333/credit hour
- Would like the College to consider a course correction algorithm to track employee compensation changes
- Reached a consensus that the IT department's funding needs must be addressed

Dr. Jami Van Ess responded to the follow-up questions:

- **Non-course fee items:**
 - **The replacement fee for lost diplomas:** Current fee is \$15, and the request is to increase by \$10 to \$20 due to increased costs as part of working with a new company
 - **Directory list costs:** Current cost is \$75 per 1000 people, asking for an increase of \$5 (to \$80)
 - Increase cost up to \$2000 from \$1000 for commercial requests for directory data
- **Differential Tuition Fees:**
 - One new fee level was added at the request of the nursing department
 - Changes to differential tuition were reviewed and discussed at the Board Budget Retreat in January 2023 and by the Cabinet and are approved
- **Budget Requests:**
 - Three faculty and eight staff positions were identified, including a new security position
 - Proposition 207 was estimated to provide \$200k, but instead the College will net \$235k
 - Additional Arizona Department of Health Services (ADHS) grant funding provides three full-time nursing faculty positions for three years, which the College would absorb those costs at the end of the three years
 - ARPA provided additional funding for the Small Business Development Center (SBDC)
 - The IT department will receive approximately \$30k to satisfy the Board's request for funding
 - The Fourth Street cubical estimate for new faculty is \$60k

- Several requests to satisfy the needs of the High Country Training academy that involve remodeling have been received for rooms 510, 512, 601, and 602, which are estimated at \$300k
- Scholarships:
 - Currently, \$5 of the \$113 in tuition per credit hour goes towards scholarships; the initial recommendation is to increase it to \$6
 - Scholarship qualifications would decrease the requirement for full-time students to half-time students (6 hours) and/or those with a \$65k income or lower to make scholarships more accessible to our students

Board discussion included:

- Mr. Eric Eikenberry asked for clarification on how increasing the scholarship amount to \$6 impacts other costs and asked to speak to Mr. Bob Voytek, Director of Financial Aid, about the need for the scholarship fund increase
- Mr. Bob Voytek explained how the CCC Grant program currently meets the students' scholarship needs to whom the Promise Program would be available, covering students whose incomes are a little too high to qualify
- Dr. Van Ess spoke about the need to promote the Promise Program and encourage more students to complete the FAFSA
- Dr. Heiser noted that we do not want to miss dependent students who cannot track down family members and thus cannot fill out the FAFSA
- Tuition has not increased for three years due to income from property taxes and will not increase in FY2024
- How increasing scholarships will help students and where the funding comes from
- The target audience of the scholarships and how to improve the process for students who are dependents but are unable to contact family members to complete the FAFSA, which blocks the student from federal financial aid
- The Board reached a consensus that they would like to see an increase in scholarship funding to fund the Summer Bridge Program and the Promise Program
- The board agreed to increase the scholarship programs to \$355k
- A consensus was reached to move forward with increasing the senior citizen discount on tuition

Dr. Van Ess presented compensation options:

- The options are the same as presented at the Board Budget Retreat in January
- Employee tuition reimbursement will be increased for courses inside and outside of the college, with a maximum of \$3k per year.

The Board discussed the following:

- Chair White noted that Mr. Patrick Hurley sent an email with comments about compensation. Mr. Hurley favors Option B. He also concurs with the other potential increases for differential tuition and scholarships
- The Board discussed the various compensation options for full-time faculty, part-time faculty, and staff, noting the Compensation Committee's preference for Option C
- Mr. Eikenberry noted the importance of paying staff and faculty as much as we can for the retention of talent

- Chair White acknowledged the balancing act that comes with budgeting and potential pay increases
- Mr. Eikenberry noted that Dr. Van Ess never presents untenable options
- Dr. Van Ess built the budget based on the highest option from state aid and has increased the contingency to 5 million. Last year’s revenue was 20.8 million, expected to increase to 24 million. Net revenue is expected at 27.8 million, with carry-forwards and transfers
- The long-term projections chart for property taxes has been updated to reflect the three additional tax collection stages. 2025 will be the final step in the property tax increase.
- The Board requested a comparison of where the College stands for paying their faculty compared to the other community colleges in Arizona, noting that due to the higher than average cost of living in Flagstaff, the College’s wages should be higher.
- Ms. Garcia acknowledged that CCC has been able to maintain contingency dollars since COVID began and should continue to plan to do so

C. Nominations for Regional ACCT Awards/Presentation at ACCT Congress in Las Vegas – Dr. Eric Heiser

Chair Nat White moved past this item in the interest of time.

D. Retreat Dates Confirmation (June 8-9, 2023) – Dr. Nat White

Chair Nat White confirmed June 8 and 9 for the annual retreat. He also noted the importance of confirming the agenda well in advance, and board members will see copies of previous agendas soon.

Future Agenda Items:

- Communication Policy for Trustees
- Nominations for Regional ACCT Awards/Presentation at ACCT Congress in Las Vegas

ADJOURNMENT: The Work Session Adjourned at 5:45 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