

**COCONINO COUNTY COMMUNITY COLLEGE  
DISTRICT GOVERNING BOARD**

**REGULAR MEETING**

**MAY 27, 2014**



**COCONINO COUNTY COMMUNITY COLLEGE  
MINUTES OF A REGULAR MEETING  
OF THE  
DISTRICT GOVERNING BOARD  
MAY 27, 2014**

A Regular Meeting of the Coconino County Community College District Governing Board was held in classroom D10 at the Page/Lake Powell Campus at 475 S. Lake Powell Blvd., Page, Arizona 86040. Board Vice Chair/Secretary, Ms. Patricia Garcia, called the meeting to order at 11:15 a.m. The Pledge of Allegiance was led by Ms. Gioia Goodrum.

**PRESENT:** Patricia Garcia  
Nat White  
Gioia Goodrum  
Lloyd Hammonds

**ABSENT:** Patrick Hurley

Also present: Dr. Leah Bornstein, CCC President; Ms. Jami Van Ess, Ms. Gayle Benton, Mr. Scott Talboom, Ms. Suzzanna Rodriguez, Dr. Russ Rothamer, Ms. Ofelia Gonzales, Mr. Dan Begay, and Ms. Joan White, CCC staff; Ms. April Sandoval, guest.

Reports, summaries, background material, and other documents referred to in these minutes can be found in the May 27, 2014 Documents File.

**ADOPTION OF AGENDA**

Dr. Nat White moved to approve the agenda and Ms. Gioia Goodrum seconded the motion. The agenda was approved as presented.

**ADOPTION OF CONSENT AGENDA**

Minutes of the Work Session and Regular Board meeting of March 25, 2014  
Minutes of the Work Session of April 29, 2014  
Employment Separations/New Hires

Ms. Gioia Goodrum moved to approve the Consent Agenda and Dr. Nat White seconded the motion. The Consent Agenda was approved as presented.

**INTRODUCTION OF GUESTS** – Ms. Ofelia Gonzales introduced Mr. Matt Nichols of the Arizona Education Association.

**CALL TO THE PUBLIC** – Mr. Matt Nichols addressed the Governing Board to express his desire to build stronger coalitions and partnerships between K-12 and higher education in order to support ballot initiatives of both entities and to place greater emphasis on the importance of education in Arizona.

**ACTION ITEMS**

Campus Works Contract – Ms. Jami Van Ess

Ms. Van Ess presented this final year renewal of the CampusWorks, Inc. contract for the period of July 1, 2014 through June 30, 2015. Ms. Van Ess commented on the review that took place at last month's work session involving the accomplishments, the scope of the contract and the strategic items for the last year of the contract. This final year of the contract provides the following resources: Chief Technical Officer (1.0 FTE), Technical/Subject Matter Specialist (.125 FTE), and Database Administration Specialist (.125 FTE).

Within these allocations, the tasks to be completed are documented in the original Scope of Work and align with the current three-year strategic plan. This includes permanently filling the position of a Chief Technical Officer by the College. Recommendations will be presented to the Board in September.

This professional services contract costs \$39,680 per month (plus expenses not to exceed 11 percent) or \$476,168 for the year and is included in the FY 2015 budget as presented.

**RECOMMENDATION:** Ms. Van Ess recommended that the Governing Board adopt a motion to authorize the final-year contract with CampusWorks, Inc. as presented.

Motion was made by Ms. Gioia Goodrum and seconded by Dr. Nat White to approve the contract as presented. The motion was unanimously approved.

Liability Insurance – Ms. Jami Van Ess

Ms. Van Ess presented this action item which will provide General Liability/Property Insurance coverage for FY 2014-2015 for the College.

The College has been with The Arizona Risk Retention Trust ("the Trust") since July 1, 2003, when the insurance was last bid. The Trust is a pooled insurance carrier that covers a majority of school districts in Arizona, as well as all eight of the rural community colleges. Changes in premiums since 2003 have generally been due to increases in the number of students, staff, and total value of assets. The following are the significant changes for FY 2014-2015:

Total Liability – decrease of \$13,373 due to a decrease in students and staff

Pre-Paid Legal – increase of \$3,109 due to increased utilization over a three-year trend

The total FY 2014-2015 premium for the insurance package is \$126,457, or a decrease of 8.13 percent below the current year of \$137,647. A dividend (implemented a few years ago) will be received in the amount of \$13,674 in early FY 2015.

**RECOMMENDATION:** Ms. Van Ess recommended that the Governing Board approve the coverage as presented with The Arizona School Risk Retention Trust in the amount of \$126,457 for FY 2014-2015 and authorize the President to sign the agreement.

Motion was made by Dr. Nat White and seconded by Ms. Gioia Goodrum to approve the insurance coverage as presented.

Discussion: Dr. White asked if there have been any recent claims and Ms. Van Ess said that she believed there has been an occasional small claim but the College's history is very good.

The motion was unanimously approved.

Operating and Unexpended Plant Funds – Ms. Jami Van Ess

Ms. Van Ess presented this annual action item to the Board to adjust the Operating and Unexpended Plant Funds to actual for the current fiscal year 2013-2014. This permits the District to maximize its Expenditure Limitation. Unused non-local Revenue can be carried forward to future years and the budget areas (instruction, student services, academic support, institutional support, plant operations and capital) will be accurately reflected.

Ms. Van Ess will be bringing a policy to the Board in the future that will allow this action to take place automatically.

RECOMMENDATION: Ms. Van Ess recommended that the Governing Board adopt a motion to set the Operating and Plant Funds for fiscal year 2013-2014 to actual.

Motion was made by Ms. Gioia Goodrum and seconded by Dr. Nat White to approve setting the Operating and Plant Funds for fiscal year 2013-2014 to actual as presented. The motion was unanimously approved.

Policy 122 Environmental Health and Safety – Ms. Jami Van Ess

Ms. Van Ess presented this revised policy to the Board which simplifies the current policy to allow all life safety procedures to be organized under one umbrella policy statement. She referred to attachments which show the current policy and the proposed policy. The College Council does support this policy and recommended bringing it to the District Governing Board for approval.

RECOMMENDED ACTION: That the District Governing Board adopts a motion to approve the revised Environmental Health and Safety Policy 122.

Motion was made by Dr. Nat White and seconded by Mr. Lloyd Hammonds to approve the Environmental Health and Safety Policy 122 as presented.

Discussion: Dr. White noted that there is no responsible person listed in the revised policy and there is in the existing policy. Ms. Van Ess commented that the sponsor is listed as Facilities, which is broad but more detail is listed in the procedure. Dr. Bornstein provided some additional clarification and will take another look at the procedure to see if further detail is needed.

The motion was unanimously approved.

Dual Enrollment Intergovernmental Agreements for FY 2014-2015 – Dr. Russ Rothamer

Dr. Rothamer presented these Dual Enrollment Intergovernmental Agreements to the Board for approval. The high schools who are included in this agreement are:

CAVIAT (Coconino Association for Vocations, Industry, and Technology)

Fredonia-Moccasin Unified School District

Page Unified School District

Flagstaff Unified School District  
Ganado Unified School District  
Grand Canyon Unified School District  
Greyhills Academy High School

Ponderosa High School  
Tuba City Unified School District  
Williams Unified School District

These IGAs were prepared using the new state template. Only minor changes were made to the agreement template (on the attached examples). The changes to Exhibit B updated courses to accurately reflect courses that are approved for dual enrollment.

**RECOMMENDATION:** That the District Governing Board adopts a motion to approve the renewal of these Dual Enrollment Intergovernmental Agreements as presented.

Motion was made by Mr. Lloyd Hammonds and seconded by Dr. Nat White to approve the Dual Enrollment IGAs as presented.

Discussion: Dr. White questioned the document that showed all the crossed out words and Dr. Rothamer explained that the IGAs were updated to match the new state template.

The motion was unanimously approved.

#### CAVIAT Intergovernmental Agreement – Dr. Russ Rothamer

Dr. Rothamer presented the CAVIAT Agreement for July 1, 2014 – June 30, 2019 to the Board. An amended version was distributed to the Board members which contained some very minor changes. This IGA can be reviewed annually for possible revisions. This IGA has had extensive review by the College staff as well as legal counsel.

**RECOMMENDATION:** Dr. Rothamer recommended that the Governing Board adopt a motion to approve the CAVIAT Central Programs Intergovernmental Agreement as updated.

Motion was made by Dr. Nat White and seconded by Ms. Gioia Goodrum to approve the CAVIAT Intergovernmental Agreement as updated.

Discussion: Ms. Garcia asked for some clarifications on the exhibits which Dr. Rothamer provided. Dr. White asked for explanation on the review process for this IGA to which Dr. Rothamer responded.

The motion was unanimously approved.

### **INFORMATION REPORTS**

#### District Governing Board

##### AADGB Update – Mr. Lloyd Hammonds

Mr. Hammonds reported that the minutes to the May 1, 2014 meeting were forwarded to all the Board members. Mr. Hammonds referred to the Governance Institute for Student Success and the proposed \$5,000 fee per institution through ACCT that he reported on in March. Of the ten districts in Arizona, four have indicated their interest in participating. Those districts are

Maricopa, Pima, Yavapai and Arizona Western. Mr. Hammonds indicated to the AADGB that at this point Coconino would not be interested in participating particularly in the \$5,000 fee and the additional travel costs. Some possible alternatives were discussed that are seriously being considered. A possible date of April 15, 2015 is being considered for this Institute for Student Success. Further discussions can take place in the near future.

Alliance – Ms. Patricia Garcia

Ms. Garcia reported that the Policy Group has not met since the last Board meeting. The next meeting will be in mid-June. Ms. Van Ess reported that the Management Group met on May 16 and CCC did a presentation on the Financial Austerity Plan. Also discussed was the coordination of upcoming election initiatives, student housing and preparation for the June meeting.

CCC Foundation – Dr. Nat White

Dr. White attended the April 8, 2014 meeting where the following was discussed: Over \$14,000 net was realized for the Palette to Palate event. The student signature art piece sold for \$2,700. Recruitment for several Board positions is in progress. The Foundation is approaching the \$1,000,000 milestone in 2014/2015. Dr. White read a letter from the Foundation Board to the Governing Board expressing appreciation for all their efforts during the override initiative and planning for the next steps.

ACCT Leadership Conference October 2014 – Dr. Leah Bornstein

Reminder of date and location: October 22-25 in Chicago. Two presentation proposals have been submitted and the response should be received by early June. Dr. Bornstein's understanding is that four Board members (excluding Dr. White) are planning to attend the conference. The four Board members confirmed their interest. Ms. Garcia commented on the two submitted proposals – one is on emergency response and the other is on the override process and decisions made after the election. Both Dr. White and Ms. Garcia expressed their thoughts on the value of attending this conference.

Business and Administrative Services – Ms. Jami Van Ess

Ms. Van Ess reported that we are 83 percent through the year. On the General Fund, the Revenues are running pretty much as expected. Expenses are running a little bit below expected due to numerous positions that were held open. Overall, we are tracking very close to budget.

Dr. White commented on the bar graph showing a large discrepancy in the utilities and supplies expenses. Ms. Van Ess explained that the supplies change is due to relocation of class fees and moving them where they are needed. The utilities change is due to an account code change and not a real change in dollars.

Financial Austerity Plan Update – Mr. Jami Van Ess

Ms. Van Ess reported that the credit card fee is scheduled to be implemented on July 1, 2014. All other items are scheduled to begin with the fall semester. These items are: The \$2.00 tuition increase, the differential tuition schedule, the no-show fee, changing of the plateau and the student and employee parking fees.

Academic Affairs – Dr. Russ Rothamer

Financial Austerity Plan Update: Dr. Rothamer reported that the reduction in the Nursing Program is on schedule as is the Dance Degree Program which will be eliminated after this year and the Education Programs will do a teach out next year. All is on schedule. The Corporate and Community Learning will be ending the end of June 2014. The Small Business Development Center will not be renewing as of December 2014. Work is continuing on assisting with the change at the Page Campus to an instructional site.

President's Information Report – Dr. Leah Bornstein

Dr. Bornstein pointed out the following from her report:

- The numerous recognitions and awards received by CCC's staff, faculty and students.
- Recently awarded the distinction of full-time faculty of the year is Mr. Jeff Jones and the part-time faculty of the year is Mr. Aaron Tabor.
- CCC's IT department is a finalist for the 2014 AMX Innovation Award. Mr. Dan Begay submitted this nomination.
- Dr. Bornstein has met with CCC's lobbyist, Mr. Richard Travis, on a plan for next year at the Arizona Legislature.
- Upcoming: CCC's four-day work week has been implemented for the summer, the GED graduation is on June 5 at 6:00 p.m. in the Lone Tree Commons, Alumni and friends group is holding a potluck picnic at Thorpe Park on June 12 from 5 – 7:30 p.m., the Foundation's Annual Meeting is scheduled for September 12 at 7:30 a.m., October 11 is the Page/Lake Powell Golf Tournament. More information will be available as plans develop.

President's Enrollment Report – Dr. Bornstein referred to the report that is required by ARS § 15-1447 for information only.

**ANNOUNCEMENTS AND FUTURE AGENDA ITEMS**

Next DGB Meeting: June 24, 2014 Board retreat at the Colton House beginning at 8:00 a.m.

Next CCC Foundation Board Meeting: June 10, 2014, 10:30 a.m. at the Lone Tree Campus.

Ms. Joan White introduced Ms. April Sandoval who was receiving some early introduction to Governing Board meetings and who will be replacing Ms. White upon her retirement June 30.

Appreciation was extended to the IT staff for the technology assistance for today's meeting.

ADJOURNMENT: Motion was made by Ms. Goodrum and seconded by Dr. White to adjourn the meeting at 12:16 p.m.

**MINUTES PREPARED BY:**

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Joan White  
Board Recorder

**ATTEST:**

**APPROVED:**

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Patricia Garcia  
Vice Chair/Secretary of the Board

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Patrick Hurley  
Board Chair