

**COCONINO COMMUNITY COLLEGE  
DISTRICT GOVERNING BOARD**

**REGULAR MEETING**

**MAY 15, 2019**



**COCONINO COMMUNITY COLLEGE  
MINUTES OF A REGULAR MEETING  
OF THE  
DISTRICT GOVERNING BOARD  
MAY 15, 2019**

A Regular Meeting of the Coconino Community College District Governing Board was held in the Board Room at the Lone Tree Campus at 2800 S. Lone Tree Road, Flagstaff, Arizona 86005. Board Chair, Ms. Patricia Garcia, called the meeting to order at 5:45 pm.

PRESENT: Patricia Garcia  
Lloyd Hammonds  
Patrick Hurley  
Marie Peoples  
Nat White

ABSENT: None

Also Present: Dr. Colleen Smith, CCC President; Mr. Keith Becker, Ms. Colleen Carscallen, Ms. Kimmi Grulke, Mr. Brian Harris, Mr. Jeff Jones, Ms. Kay Leum, Dr. Michael Merica, Dr. Gonzalo Perez, Mr. Steve Peru, Mr. Anthony Rivera, Ms. Suzzanna Rodriguez, Ms. April Sandoval, Mr. Dietrich Sauer, Mr. Bobby Sedillo, Dr. Nate Southerland, Mr. Scott Talboom, Ms. Jami Van Ess, Mr. Bob Voytek, Mr. Brian Wilson, and Ms. Isabella Zagare.

Reports, summaries, background material, and other documents referred to in these minutes can be found in the May 15, 2019 documents file.

**Follow Up**

- None

**ADOPTION OF AGENDA**

Dr. Marie Peoples moved to approve the agenda, and Dr. Nat White seconded the motion. The agenda was approved as presented (Ms. Garcia, Mr. Hammonds, Mr. Hurley, Dr. Peoples, and Dr. White voting in favor).

**ADOPTION OF CONSENT AGENDA**

Minutes of a Work Session – April 17, 2019  
Minutes of a Regular Meeting – April 17, 2019  
Separations/New Hires

Mr. Lloyd Hammonds moved to approve the Consent Agenda, and Dr. Marie Peoples seconded the motion. The motion was unanimously approved (Ms. Garcia, Mr. Hammonds, Mr. Hurley, Dr. Peoples, and Dr. White voting in favor).

**FOLLOW UP ITEMS**

There were no follow up items.

## **INTRODUCTION OF GUESTS**

There were no guests present.

## **CALL TO THE PUBLIC**

There was no response to the call to the public.

## **ACTION ITEMS**

### **Proclamation for National Mental Health Month and Mental Health First Aid Training – Dr. Colleen Smith**

Ms. Kerry Blume joined Dr. Colleen Smith in presenting a proclamation acknowledging mental health month. Ms. Blume represented the Coconino County Stronger as One Coalition, which is focusing on improving mental health in our community. Ms. Blume read the proclamation to the Board and expressed her sincere gratitude for the College's commitment and willingness to invest in mental health first aid training. This training will be offered for all College employees later this summer and is an evidence-based program with proven success.

Dr. Marie Peoples shared that organizations in five northern counties have committed to providing mental health first aid training, which includes identifying warning signs and knowing how to talk to people experiencing mental health issues.

The College will partner with the NARHBA Institute and Arizona Healthcare to provide mental health first aid training.

Dr. Smith recommended that the Board adopt a motion to approve the proclamation in recognition of Mental Health Month.

Mr. Lloyd Hammonds made a motion to approve the proclamation in recognition of Mental Health Month. Mr. Patrick Hurley seconded the motion, and it was unanimously approved (Ms. Garcia, Mr. Hurley, Mr. Hammonds, Dr. Peoples, and Dr. White voting in favor.)

### **Dual Enrollment Agreements – Dr. Nate Southerland** **Intergovernmental Agreements for Public Schools**

Dr. Nate Southerland presented the proposed dual enrollment agreements for public schools for Coconino County. The agreements include a standard template that is used for dual enrollment statewide and addenda that are updated annually to reflect the offerings at each school.

Dr. Southerland is recommending two changes in dual enrollment programs for Fall 2019. The first is an increase in tuition for Arts and Sciences classes from \$10 per credit hour to \$15 (career and technical education courses will remain free). The second change is that partnering school districts will cover the cost of instructor stipends for the program rather than the College.

Dr. Southerland recommended that the District Governing Board adopt a motion to approve the Dual Enrollment intergovernmental agreements and authorize the College President to sign agreements for the participating school districts for FY20.

Mr. Lloyd Hammonds asked how much revenue the tuition increase would generate and if the increase would impact enrollment. The tuition rate was set based on a recommendation from the school districts and is low enough that it should not affect enrollment.

Dr. Marie Peoples made a motion to approve the agreements for the following schools and to authorize the president to sign the agreements:

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

Mr. Patrick Hurley seconded the motion, and it was unanimously approved (Ms. Garcia, Mr. Hurley, Mr. Hammonds, Dr. Peoples, and Dr. White voting in favor.)

Dual Enrollment Agreements for Flagstaff Arts and Leadership Academy and Northland Preparatory Academy

Dr. Southerland also presented dual enrollment agreement for charter schools Flagstaff Arts and Leadership Academy and Northland Preparatory Academy. The agreements are identical in form to the ones for public schools and also have addenda to address the specific needs of the charter schools.

Dr. Southerland recommended that the District Governing Board adopt a motion to approve the Dual Enrollment Agreements and authorize the College President to sign agreements for the participating charter schools for FY20.

Dr. Marie Peoples made a motion to approve the agreements and authorize the College President to sign them. Mr. Lloyd Hammonds seconded the motion, and it was unanimously approved (Ms. Garcia, Mr. Hurley, Mr. Hammonds, Dr. Peoples, and Dr. White voting in favor.)

Intergovernmental Agreement for CAVIAT Central Programs (Provision of Career and Technical Education District (CTED) courses at a College Location)

The College initially began working with CAVIAT in 2009 with a five-year agreement. The agreement was renewed in 2014 and is due for renewal again this year. Dr. Southerland is recommending a significant change to the tuition structure for CAVIAT programs because of the specialized services the College offers CAVIAT students.

When the agreement was first established in 2009, a special tuition rate of \$159 per student credit hour was established when the College's tuition rate was \$75 per credit. The differential between the CAVIAT and regular tuition rate was intended to offset the cost of the College performing specialized services for CAVIAT students in the areas of admission, registration, reserving seats

in classes for CAVIAT students, etc. The CAVIAT rate has remained at the same amount, while the College's tuition rates have increased over time. Dr. Southerland has talked to the CAVIAT Board and Superintendent to outline the costs for the program and outline several options for tuition rates for CAVIAT programs. Based on those discussions, the CAVIAT Board expressed a preference for maintaining the current \$159 tuition rate.

Dr. Southerland is not recommending that option to the District Governing Board as it does not cover the estimated \$22,000 in costs the College incurs that are specific to CAVIAT programs. Instead, he is proposing that the tuition rate be based on current tuition and differential tuition rates plus \$40 per student credit hour.

Dr. Southerland recommended that the Board approve the proposed agreement, including the new cost structure outlined in Exhibit C of the agreement.

Discussion related to this agenda item was extensive and included the following questions and comments:

- Mr. Patrick Hurley expressed concern that there was no escalator clause to increase revenue over time to match increases in expenses.
- Several board members expressed concern over approving this agreement without knowing if the CAVIAT Board would agree to the changes in tuition.
- Mr. Lloyd Hammonds expressed a preference that discussions on the tuition rate be held at the administrative level. He does not wish to hold up approval of the agreement but is not sure that a \$40 tuition differential is enough. Dr. Marie Peoples concurred.
- Mr. Hurley concurred with Mr. Hammonds comments and thought there should be an escalation clause in the agreement because the College's costs will increase over time.
- Ms. Patricia Garcia did not see any issues on voting on the agreement tonight as the Board understands that CAVIAT's preference to continue at the same tuition rate is not viable for the College and will have a little financial impact on CAVIAT in the first year.
- Dr. Nat White concurred and felt that the College needed to cover the costs to provide these programs. He also asked how CAVIAT was funded.

Dr. Nate White felt that the Board could move forward with this agreement and have it return to the District Governing Board for revision if it was not approved and made a motion to that effect. The motion was seconded by Dr. Marie Peoples.

Discussion on the motion focused on:

- Whether the District Governing Board could approve the agreement without support for this tuition option from the CAVIAT Board
- A need to better understand the financial projections supporting this agenda item
- The additional revenue of approximately \$18,000 brought in with the current tuition rate with the total of the College's costs being closer to \$22,000
- Enrollment declines in CAVIAT programs due to statutory changes and the College's elimination of career and technical education programs.

- Enrollment in CAVIAT programs remaining flat as the College's capacity to accept new students has not increased.
- Whether increasing the tuition differential would cover the College's costs and a suggestion that a differential of \$50 per student credit hour over current tuition and differential tuition rates would cover the College's costs for the additional services.

Mr. Patrick Hurley was not able to support the motion for several reasons including the CAVIAT tuition rate not recouping the costs the College incurs in offering this program, the lack of an escalation clause, and approving the agreement before the CAVIAT Board had expressed their support for the changes.

Board members expressed several concerns with how costs for the program were calculated. Dr. Nate Southerland explained how the costs were determined by using seventeen unique areas where CAVIAT students receive services above and beyond what is offered to other CCC students.

Dr. Marie Peoples withdrew her second for the motion, and the motion died for lack of a second.

Mr. Patrick Hurley made a motion to approve the agreement with a \$50 differential above the College's current tuition/differential tuition rate and a 2% escalation cost annually. Mr. Lloyd Hammonds seconded the motion.

Discussion on the motion focused on how much time the Board was spending this item and their wish to ensure that this proposal does not impact the partnership the College has with CAVIAT.

Mr. Hammonds withdrew his second, and the motion died for lack of a second.

Dr. Marie Peoples moved to approve the agreement with the suggested differential of \$50 per student credit hour over the College's tuition current tuition/differential tuition rates and to authorize the College President to sign the agreement. Mr. Patrick Hurley seconded the motion, and it was unanimously approved (Ms. Garcia, Mr. Hurley, Mr. Hammonds, Dr. Peoples, and Dr. White voting in favor.)

Dr. Marie Peoples left the meeting, but a quorum was maintained so the meeting could continue.

**Intergovernmental Agreement for Renewal of CAVIAT Fourth Street Lease** – Ms. Jami Van Ess

Ms. Jami Van Ess presented this action item which would renew the College's lease with CAVIAT for their use of space at the Fourth Street Campus. The initial agreement was signed in 2015. The proposed addendum will allow for the fourth and final renewal of the lease starting on July 1, 2019. The initial agreement provides for a rental rate increase based on CPI for the western region. The rent has been calculated to include that increase and a reduction for CAVIAT giving up square footage in the form of two classrooms which will be remodeled as part of the Del E. Webb grant implementation.

It was Ms. VanEss' recommendation that the District Governing Board adopt a motion approving Addendum No. 4 to the CAVIAT lease and authorizing the President to sign the addendum, resulting in a final one-year renewal of the existing lease agreement with CAVIAT.

Ms. Garcia asked if there would be an opportunity to renegotiate and review the contract after this year.

Mr. Patrick Hurley made a motion to approve Addendum No. 4 to the CAVIAT lease and to authorize the President to sign the addendum. Mr. Lloyd Hammonds seconded the motion, and it was unanimously approved (Ms. Garcia, Mr. Hurley, Mr. Hammonds, Dr. Peoples, and Dr. White voting in favor.)

**Fiscal Year 2020 General Liability/Property Insurance** – Ms. Jami Van Ess

Ms. Van Ess presented a proposed renewal of the College's general liability and property insurance. The College's premium has decreased by \$3,716 over the previous year due to decreases in pre-paid legal usage and a decrease in enrollment.

Ms. Van Ess recommended that the District Governing Board approve the coverages as presented with The Arizona School Risk Retention Trust for FY20 in the amount of \$177,470 and authorize the President to sign the agreement.

Mr. Patrick Hurley made a motion to approve the coverage as presented and authorize the President to sign the agreement. Dr. Nat White seconded the motion, and it was unanimously approved (Ms. Garcia, Mr. Hurley, Mr. Hammonds, and Dr. White voting in favor.)

**Program Naming Opportunity** – Dr. Colleen Smith and Mr. Scott Talboom

Dr. Colleen Smith began the presentation by describing the process for a naming opportunity. She is supportive of this opportunity and is recommending it to the Board.

Mr. Scott Talboom recommended that the College exercise a naming opportunity for the Del E. Webb Foundation to recognize their financial support of the College due to a recent grant award. The grant will be funding 100% of the cost of proposed renovations to the Fourth Street campus, and Mr. Talboom and other staff members involved in the grant are very supportive of granting the naming opportunity for the next ten years.

It is Mr. Talboom's recommendation that the Board adopts a motion to rename the Coconino Community College Construction Management program to the Coconino Community College Del E. Webb Construction Management program and that the naming opportunity remains in place for a minimum of ten years.

Mr. Lloyd Hammonds expressed his and the Board's thanks and appreciation to the Del Webb Foundation. This gift will be altering for the College and will positively impact the construction management program for years to come.

Mr. Patrick Hurley made a motion to accept the recommendation and rename the Coconino Community College Construction Management program to the Coconino Community College Del E. Webb Construction Management program and that the naming opportunity remains in place for a minimum of ten years. Dr. Nat White seconded the motion, and it was unanimously approved (Ms. Garcia, Mr. Hurley, Mr. Hammonds, and Dr. White voting in favor.)

**Coconino Community College Foundation Operating Agreement for Fiscal Year 2020** – Mr. Scott Talboom

Mr. Scott Talboom presented an annual renewal for the Foundation Operating Agreement. The agreement has been reviewed by College legal counsel and the Foundation Board. The changes made to the agreement were not substantial and did not change the spirit of the agreement.

It Mr. Talboom's recommendation that the District Governing Board approve the Coconino Community College Foundation Operating agreement for the fiscal year 2020 and authorize the President to sign the agreement.

Dr. Nat White made a motion to approve the Coconino Community College Foundation Operating agreement for the fiscal year 2020 and authorize the President to sign the agreement. Mr. Patrick Hurley seconded the motion, and it was unanimously approved (Ms. Garcia, Mr. Hurley, Mr. Hammonds, and Dr. White voting in favor.)

**INFORMATION REPORTS**

**District Governing Board**

Dr. Nat White highlighted four items from the most recent Foundation Board meeting. The Foundation finalized a strategic plan that is aligned with the College's strategic plan; reviewed the scholarship process; worked on developing alumni outreach; and their support of the proposed cross country program.

Mr. Patrick Hurley mentioned that the Alliance would meet this Friday.

Mr. Lloyd Hammonds reminded the Board that AADGB would host a statewide meeting for all trustees and College Presidents/Chancellors from September 6<sup>th</sup> to 8<sup>th</sup>. The event will focus on how trustees can be more effective in serving community colleges and having influence and impact on the state legislature.

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

Dr. Nate Southerland highlighted many efforts in Academic Affairs and Student Development, including the following items:

- The College is hosting Coconino High School's Hispanic Convocation at the Lone Tree Campus.
- The Student Awards, Nursing Pinning, and Commencement ceremonies.
- The addition of two new faculty members in education and English. The College is close to completing the hiring process for a physics/engineering faculty member.
- Awarding of the Faculty of the Year honors to Lisa Dorskocil (Full Time) and Kat McIlwaine (Part-Time).
- Training for new lead faculty members.



- Progress on an agreement with NAU to allow doctoral students to teach at the College.
- A new partnership agreement with NAU Nursing that allowed the College to accept students who were not accepted to NAU's program.
- The Apprenti Program in Page. This is a national apprenticeship program being offered in partnership with the SRP Navajo Generating Station to train people losing their jobs at the station to become IT Business Analysts. SRP provided all funds for the program.
- The slate of summer workshops and camps being offered.
- The College will be hosting the Arizona Community College Leadership Conference in October.
- A proposed reorganization in the Student Development area.

Board members commented on the recent commencement ceremonies, how the student speakers affected their classmates and the positive response of the students and faculty members.

**Government Affairs and Fundraising** – Mr. Steve Peru

Mr. Steve Peru is excited to discuss an opportunity to develop a cross country program for CCC. Mr. Peru introduced Reggie Eccleston and Trina Painter, community members who have been helping to plan and move this program forward. The idea for the program was developed by the community, and conversations about have been happening over the past year. Mr. Peru is bringing these opportunities to the Board's attention to help the Board understand how they could benefit the College. Some of these benefits include opportunities for recruitment of students; appeal to underserved population; recognition of the program and athletics throughout the County; and having a program that attracts a lot of interest and attention from the community. The Foundation Board is wholeheartedly supporting this opportunity and will support the effort by engaging in fundraising for the program.

Board Members were enthusiastic and supportive of the program. They felt this was an extraordinary opportunity for the College and for the students the College serves.

Dr. Nat White talked about how running affected his life and kept him interested in education through graduate school. He is thankful for the folks in the community that brought the idea forward.

Mr. Reggie Eccleston, Foundation Board member, talked about how the idea of athletic programs made him want to be involved with the Foundation Board. He also mentioned the importance of education and how sports helped him get an education and a start in life. There is a large group in the community that is left behind who would have loved to come to CCC but didn't because there are no sports programs. He is also grateful for the District Governing Board's support.

Ms. Trina Painter talked about her educational experience and her choice to attend Phoenix College over other university offers because of the coach. She was part of a national champion team and earned a full scholarship to the University of Texas at Austin where she went on to win NCAA national champions. Her experience at the community college prepared her well for life, and she feels that the teachers at the community college were there to teach in a way she understood. Flagstaff is a destination for high altitude training for elite athletes, and she believes students would

come from all over the world to train here. This program is a great opportunity to serve the community and serve others.

Mr. Peru asked the Board will move forward with the program and asked the Board to let him know if they have any ideas or questions about the program.

Mr. Peru's report will be a standing item on the regular meeting agendas, and he will be bringing back updates in the future.

**President's Report** - Dr. Colleen Smith

Dr. Colleen Smith shared a couple of items that were not included in the written report. The College hosted an employee awards event Monday morning, and Human Resources did a clean sweep of the employee of the year awards with Mr. Dietrich Sauer, Ms. Janelle Indian, and Ms. Rosa Mendoza Logan all receiving awards. These individuals were nominated by their peers and went through a rigorous selection process.

Dr. Smith attended the Page student awards and Page Champions group yesterday. There was a great turnout from various partners in Page at the Champions meeting, and Dr. Smith will bring feedback from that meeting to the Board at the June round table meeting. The student awards ceremony was very rewarding and showed the impact the College has on our students and their families and friends.

Dr. Smith also attended the LSAMP Awards Ceremony last week. LSAMP is a grant program that Dr. Gonzalo Perez and his team work on and that Dean Jeff Jones helped get started. The program helps get minority students interested in and participating in STEM programs.

The College will be bringing a new organizational structure for the College to the Board to support efforts towards recruitment.

Dr. Smith presented an updated Board meeting schedule with updated meeting dates for June and October.

**ANNOUNCEMENTS AND FUTURE AGENDA ITEMS**

The next District Governing Board meeting will be June 17, 2019 – Round Table Discussion

The next Foundation Board meeting will be July 11, 2019.

ADJOURNMENT: Mr. Lloyd Hammonds made a motion to adjourn the meeting at 7:24 pm. The motion was seconded by Dr. Nat White and unanimously approved (Ms. Garcia, Mr. Hurley, Mr. Hammonds, Dr. Peoples, and Dr. White voting in favor.)

**MINUTES PREPARED BY:**

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Ms. April Sandoval  
Board Recorder

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Dr. Marie Peoples  
Vice Chair/Secretary of the Board

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Ms. Patricia Garcia  
Board Chair