

**COCONINO COMMUNITY COLLEGE  
DISTRICT GOVERNING BOARD**

**REGULAR MEETING**

**JANUARY 20, 2021**



**COCONINO COMMUNITY COLLEGE  
MINUTES OF A REGULAR MEETING  
OF THE  
DISTRICT GOVERNING BOARD  
JANUARY 20, 2021**

A Regular Meeting of the Coconino Community College District Governing Board was via interactive video conferencing (Zoom). Board Chair, Ms. Patricia Garcia, called the meeting to order at 5:40 pm.

PRESENT: Eric Eikenberry  
Patricia Garcia  
Patrick Hurley  
Joseph R. Smith  
Nat White

ABSENT: None

Also Present: Dr. Colleen Smith, CCC President; Mr. Anthony Williams, Ms. April Sandoval, Mr. Bob Voytek, Mr. Robert Sedillo, Mr. Brian Wilson, Ms. Colleen Carscallen, Mr. Dietrich Sauer, Ms. Donna Miller, Ms. Gail Lowe, Mr. Gehl Tucker, Ms. Isabella Zagare, Dr. Jami Van Ess, Ms. Kay Leum, Mr. Keith Becker, Ms. Kimberly Batty-Herbert, Mr. Kurt Stull, Mr. Larry Hendricks, Dr. Nate Southerland, Ms. Randi Axler, Mr. Rich Bowen, Ms. Sarah Benton, Mr. Steve Peru, Ms. Suzzanna Rodriguez, Ms. Taryn Stangle, Mr. Tim Kinney, and Mr. Tim Kinney, Jr.

Reports, summaries, background material, and other documents referred to in these minutes can be found in the January 20, 2021 documents file.

**Follow Up**

- Board members asked if they could get hard copies of the audit report. Ms. April Sandoval and Ms. Isabella Zagare will send those items to the Board.

**ADOPTION OF AGENDA**

Mr. Patrick Hurley moved to approve the agenda, and Mr. Joseph Smith seconded the motion. The agenda was approved as presented (Mr. Eikenberry, Ms. Garcia, Mr. Hurley, and Mr. Smith voting in favor).

**ADOPTION OF CONSENT AGENDA**

- A. Minutes of a Work Session – November 18, 2020
- B. Minutes of a Regular Meeting – November 18, 2020
- C. Minutes of a Work Session – November 30, 2020
- D. Separations/New Hires
- E. Intergovernmental Agreement – Alliance Emergency Management Mutual Aid Compact

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

**FOLLOW UP ITEMS**

Ms. Patricia Garcia reviewed the follow-up items with the Board. There were no follow-up items.

## **INTRODUCTION OF GUESTS**

Mr. Steve Peru introduced the following guests:

- Ms. Donna Miller and Ms. Taryn Stangle from the Arizona Auditor General's Office
- Ms. Gail Lowe, CCC Foundation Treasurer
- Mr. Tim Kinney, Mr. Tim Kinney, Jr., and Mr. Rich Bowen from Genterra Enterprises

Dr. Colleen Smith introduced new District Governing Board Member, Mr. Eric Eikenberry. Mr. Eikenberry has been appointed to the Board to replace Dr. Marie Peoples in representing District 3.

## **CALL TO THE PUBLIC**

Ms. Lowe responded to the Call to the Public and reported to the Board on some of the Foundation Board's activities, including the appointment of new Foundation Board Members Mr. Scott Swank and Ms. Carol Curtis. Ms. Lowe announced Mr. Joseph Donaldson's recent resignation and thanked Mr. Donaldson for his support of the College and his long-term service. Ms. Lowe gave a brief update on the work of each Foundation committee. Finally, Ms. Lowe discussed the Foundation's recent audit, calling it a beautiful, clean audit with no issues, just a couple of recommendations.

## **ACTION ITEMS**

### **A. Election of Board Chair, Vice-Chair/Secretary, and Committee Representatives – Ms. Patricia Garcia**

Ms. Patricia Garcia opened the discussion by nominating Dr. Nat White for Chair and Mr. Joseph Smith for Vice-Chair/Secretary. Ms. Garcia then opened the floor for other nominations. There were no additional nominations, so the nominations were closed. Dr. White and Mr. Smith accepted their nominations.

The Board voted on the motion to elect Dr. Nat White as Chair and Mr. Joseph Smith as Vice-Chair/Secretary. The motion was unanimously approved (Mr. Eikenberry, Ms. Garcia, Mr. Hurley, Mr. Smith, and Dr. White voting in favor).

The new officers will take over at the next meeting, the Budget Retreat scheduled for Monday, January 25, 2021 at 5:00 pm (note that this meeting was rescheduled to February 2, 2021, due to a snowstorm).

Mr. Joseph Smith is willing to continue as the Arizona Association of Community College Trustee (AACCT) representative. Mr. Patrick Hurley would like to step away from representing the College on The Alliance and suggested that Mr. Eric Eikenberry serve in that role. Mr. Hurley suggested that he take over as Foundation Board Representative as it would be difficult for Dr. White to continue in that role and serve as Chair of the Board.

Dr. Nat White made a motion to approve Mr. Smith as the AACCT Representative, Mr. Hurley as the Foundation Representative, and Mr. Eikenberry as The Alliance representative. The motion was seconded by Mr. Hurley and unanimously approved (Mr. Eikenberry, Ms. Garcia, Mr. Hurley, Mr. Smith, and Dr. White voting in favor). Please note, committee representatives were revisited at the February 2, 2021 budget retreat.

### **B. Acceptance of the Fiscal Year 2020 Comprehensive Annual Financial, Single Audit, and Expenditure Limitation Reports**

The Fiscal Year 2020 audit is complete, and the Arizona Auditor General has issued audit reports. This action item is for the District Governing Board to accept the reports as issued with opinions from the Arizona Office of the Auditor General. Representatives from the Arizona Office of the Auditor General attended the meeting to discuss the audits and answer any questions. Dr. Van Ess introduced Ms. Donna Miller and Ms. Taryn Stangle from the Arizona Auditor General's Office.

Ms. Miller talked about the excellent working relationship the College and the Auditor General's Office has. The audit reports were issued in record time, well before the required March 30, 2021 deadline. Ms. Miller and Ms. Stangle reviewed the audit reports and the two repeat findings in the area of Information Technology. These findings require multiple years to correct, and the College has made progress in correcting them. The pandemic sidetracked these efforts. The finding related to Financial Aid from last year's audit has been resolved. The Financial Aid Office and the College's use of CARES Act funding were also audited, and there were no concerns or audit findings in those areas.

Dr. Colleen Smith talked about the College staff's work, and the amazing efforts IT and Mr. Brian Wilson made this year. Dr. Van Ess thanked the auditors for their contribution to the excellent working relationship between the Auditor General's Office and The College. Dr. Van Ess acknowledged the work of Ms. Isabella Zagare and everyone across the College who helped with the audit. Dr. Van Ess also thanked the Board for their stewardship and guidance.

Mr. Patrick Hurley made a motion for the District Governing Board to accept the Comprehensive Annual Financial Report, Single Audit, and Expenditure Limitation reports for Fiscal Year 2020. Dr. Nat White seconded the motion, and it was unanimously approved (Mr. Eikenberry, Ms. Garcia, Mr. Hurley, Mr. Smith, and Dr. White voting in favor).

Board members asked if they could get hard copies of the audit report. Ms. April Sandoval and Ms. Isabella Zagare will send those items to the Board.

### **C. Contract with Genterra Enterprises for the First Phase of the Public Private Partnership (P3) for Housing in Page**

Public-Private Partnerships (P3) are utilized throughout the United States to develop facilities on college campuses that would be beneficial for students, the College, the community, and all partners involved. The College completed a Request for Qualifications process for a student and workforce housing project at the Page Center. Genterra Enterprises was the developer chosen to move to the next step of the project.

Coconino Community College and Genterra Enterprises will need to enter into a contract to move forward with the project. This contract is presented to the District Governing Board and has been developed with input and review from the College's legal counsel.

Dr. Colleen Smith reviewed the history of the project and the meetings between Genterra and the College. The Board was sent a copy of the contract last week, but legal counsel on both sides have made some changes since then. Once this agreement has been signed, the College and Genterra Enterprises will have forty-five days to develop the next agreement. The second agreement will set the maximum amount the College would be obligated to commit to the project if the College chooses not to move forward with development. The College's legal counsel, Mr. Gehl Tucker, joined the meeting and has worked to make sure liability to the College is limited. Genterra Enterprises has been working on several efforts to secure

funding for the project. The agreement solidifies and makes official the partnership between the College and Genterra Enterprises.

Dr. Smith recommended that the District Governing Board approve the contract with Genterra Enterprises and authorize the President to sign the contract.

The Board discussed this agenda item at length. Topics of discussion included the following:

- There will be a series of agreements for this project that will be brought to the Board as the project progresses.
- The next agreement brought to the Board will be more substantial and outline the financial liability for the College.
- The agreement demonstrates that the College is serious about this project and legally solidifies the public-private partnership.
- Both the College and Genterra's legal counsel assisted in the development of the agreement.
- The agreement was drafted to help protect the College's funding.
- How this project could assist in the economic development of Page, help our students, and add to the College's success.
- The agreement presented today gives a starting point for the project. Subsequent agreements will build on it and help the Board understand what the College is committing to the project.
- The agreement does expose the College to liability, but there are protections in the contract, including requiring that costs be well-defined and agreed upon before they are expensed. The group discussed how the reimbursement of expenses would work. If the College denies expenses, Genterra will either do the work at their risk or not do the work.

As a local company that has been involved in the community and with the College, Genterra is aware of the Colleges' funding issues. The agreement was designed to put the College at the very minimum level of risk in incurring costs.

This contract also represents a good faith effort on the part of the College and shows that the College is willing to accept some of the project's risks.

Ms. Patricia Garcia asked the Board to consider tabling this item or making a motion to approve. Dr. Nat White made a motion to approve the contract and authorize the President to sign. Mr. Patrick Hurley seconded the motion with encouragement to the College to know what these reimbursements are and how large they can be. The motion was unanimously approved (Mr. Eikenberry, Ms. Garcia, Mr. Hurley, Mr. Smith, and Dr. White voting in favor).

## **INFORMATION AND REPORTS**

### **Board Reports**

AACCT has not met but is preparing to be more active in the next year.

Mr. Patrick Hurley discussed the most recent Alliance meeting that focused on how Coconino County manages vaccinations, testing, and numbers of cases. The group also discussed public health measures around COVID-19, budget updates from all agencies, and an update on legislative priorities.

Dr. Nat White mentioned that Ms. Gail Lowe gave an excellent report on the Foundation. Dr. White emphasized the two new Foundation Board members, the very positive audit report, a recent presentation on fundraising activities for 2021, and the focus on engaging Alumni. Dr. Colleen Smith complimented the Foundation on the audit and stated it was the best audit for the Foundation since she arrived at the College.

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

Dr. Nate Southerland focused on the upcoming Higher Learning Commission Accreditation Visit and some of the ways the Board would be involved in that visit. Dr. Southerland began by discussing the accreditation cycle and the focus on maintaining quality, continuing to improve over time, and demonstrating quality to the College's stakeholders. The College is preparing an Assurance Argument that responds to each of the accreditation criteria and provides evidence that we are meeting those criteria. Dr. Southerland would like the Board's help in reviewing the Assurance Argument and participating in the October 25-26, 2021 accreditation visit. The Board will not be asked to author parts of the argument and will instead be asked to give feedback and input.

#### **External Affairs** – Mr. Steve Peru

Mr. Steve Peru reviewed the board packet information concerning legislative priorities for the American Association of Community Colleges and the Association of Community College Trustees. Mr. Peru also talked about Dr. Jill Biden, First Lady, her role as a professor at Delaware Community College, and how community college issues are being included in the upcoming legislative agenda. Mr. Peru discussed a recent conference call with Senator Mark Kelly's office, the Arizona state legislative agenda, and the Governor's State of the Union address.

Mr. Peru will be reaching out to newly elected officials to help them gain awareness of the College. The Board discussed various points of the legislative agenda, including the percentage of students enrolled in community colleges and the average cost savings. Dr. Smith discussed the state data on community college attendance and how it highlights community colleges' importance in Arizona.

#### **President's Report** – Dr. Colleen Smith

Dr. Smith highlighted a few of the many wonderful things happening at the College. For additional details on the President's Report's items, please see the January 20, 2021 board materials or the Office of the President page on the College's website. Dr. Smith highlighted how valuable these reports are and help update Board Members on what is happening at the College.

#### **AGENDA ITEMS FOR FUTURE MEETINGS**

There were no suggestions for agenda items at this time. Ms. Garcia reminded Board Members to send any suggestions for agenda items to Dr. White.

#### **ANNOUNCEMENTS**

The next District Governing Board meeting will be January 25, 2021 (Budget Retreat that was rescheduled to February 2, 2021, due to a snow storm) and February 17, 2021 (Regular Meeting).

The next Foundation Board meeting will be February 11, 2021.

#### **MEETING EVALUATION**

Dr. White thanked Ms. Garcia for her service in her six years as Chair of the Board and asked if Ms. Garcia would assist in his transition to Chair.

Mr. Smith welcomed Mr. Eikenberry and is looking forward to working with him. Mr. Smith also thanked Ms. Garcia for her leadership and asked for her help transitioning to his new role as Vice-Chair/Secretary.

ADJOURNMENT: Mr. Patrick Hurley made a motion to adjourn the meeting at 7:15 pm. The motion was seconded by Mr. Joseph Smith and unanimously approved. The motion was unanimously approved (Mr. Eikenberry, Ms. Garcia, Mr. Hurley, Mr. Smith, and Dr. White voting in favor).

**MINUTES PREPARED BY:**

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Ms. April Sandoval  
Board Recorder

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Dr. Nat White  
Vice Chair/Secretary of the Board

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Ms. Patricia Garcia  
Board Chair