

**COCONINO COMMUNITY COLLEGE
DISTRICT GOVERNING BOARD**

REGULAR MEETING

FEBRUARY 17, 2021



COCONINO COMMUNITY COLLEGE

**MINUTES OF A REGULAR MEETING
OF THE
DISTRICT GOVERNING BOARD
FEBRUARY 17, 2021**

A Regular Meeting of the Coconino Community College District Governing Board was via interactive video conferencing (Zoom). Board Chair Dr. Nat White called the meeting to order at 5:27 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. Bobby Sedillo, Mr. Brian Wilson, Ms. Colleen Carscallen, Mr. David Prieb, Mr. Dietrich Sauer, Ms. Gail Lowe, Ms. Isabella Zagare, Dr. Jami Van Ess, Ms. Kimberly Batty-Herbert, Dr. Nate Southerland, Ms. Sarah Benton, Ms. Randi Axler, Mr. Robert Theobald, Mr. Steve Peru, and Ms. Suzzanna Rodriguez.

Reports, summaries, background material, and other documents referred to in these minutes can be found in the February 17, 2021 documents file.

Follow Up

- Mr. Hurley asked the College to contact ECoNA to see if someone from the College can attend the meeting with Senator Kelly.
- Ms. Garcia will send her notes about the ACCT Statewide Coordinator Meeting to Ms. Sandoval to forward to the Board.
- Mr. Hurley asked that Dr. Smith and Dr. Southerland contact him to set up a conference call about ECoNA.

ADOPTION OF AGENDA

Mr. Eric Eikenberry made a motion to adopt the agenda with a change to the order of Item 9 – Action Items and Item 10 – Information Reports. Mr. Patrick Hurley seconded the motion, and it was unanimously approved (Mr. Eikenberry, Ms. Garcia, Mr. Hurley, Mr. Smith, and Dr. White voting in favor).

ADOPTION OF CONSENT AGENDA

- A. Minutes of a Work Session – January 20, 2021
- B. Minutes of a Regular Meeting – January 20, 2021
- C. Minutes of a Work Session – February 2, 2021
- D. Separations/New Hires
- E. Intergovernmental Agreement – Flagstaff Fire
- F. District Governing Board Committee Representatives
- G. Policy 28-00 Legal Advice (Revised)

Mr. Patrick Hurley moved to approve the Consent Agenda, and Mr. Eric Eikenberry 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

Dr. Nat White reviewed the follow-up items with the Board. All items have been completed or will be completed at today's meeting.

INTRODUCTION OF GUESTS

Mr. Steve Peru introduced Ms. Gail Lowe, CCC Foundation Treasurer, Mr. Robert Theobald from the Arizona Commerce Authority, and Dr. David Borofsky with the Arizona Association of Community Colleges (who had attended the work session but had to leave for another meeting before the regular meeting).

CALL TO THE PUBLIC

There was no response to the Call to the Public.

Dr. David Borofsky sent Dr. Smith a note between meetings and complimented Ms. Van Ess and the Board's thoughtful participation and preparedness. Dr. Borofsky is the Director for the Arizona Association of Community Colleges, and Dr. White is very optimistic that he will help move the organization forward.

CCC EXCELLENCE - Twenty-Fifth Government Finance Officers Association (GFOA) Certificate of Achievement for Excellence in Financial Reporting – Dr. Colleen Smith

Dr. Smith congratulated the Business Office directed by Dr. Jami Van Ess. She also thanked Ms. Isabella Zagare, Ms. Suzzanna Rodriguez, Ms. Randi Axler, and others in the business office. The College is fortunate to have a Chief Financial Officer and Business Office who can help a small college with budget challenges.

INFORMATION AND REPORTS

Board Reports

Mr. Steve Peru updated the Board on the Foundation Board's activities and their efforts to onboard three new Board Members. The next meeting will be the Foundation Board's retreat on March 11, 2021.

The Alliance had no updates, but Mr. Patrick Hurley reported some of the activities happening with ECoNA, including a meeting with Senator Mark Kelly. Mr. Hurley asked the College to contact ECoNA to see if someone from the College can attend.

The Board discussed the updates for the Arizona Association of Community Colleges, including the appointment of Dr. Borofsky.

Ms. Garcia updated the Board on a recent meeting with the Association of Community Colleges State Coordinators. Ms. Garcia will send her notes to Ms. Sandoval to forward to the Board.

Academic and Student Affairs – Dr. Nate Southerland

Dr. Nate Southerland introduced Ms. Gina Couillard from the College's Small Business Development Center (SBDC) and talked about the College's decision to bring the SBDC back to the College. Dr. Southerland highlighted how the SBDC is thriving and the many ways it has helped small business owners through the pandemic. Ms. Couillard gave a presentation that highlighted the donations raised to support SBDC, how the SBDC has outperformed its goals, how it has affected the local economy, and how it is

increasing the community profile of the College. Mr. Robert Theobald from the Arizona Commerce Authority, one of the SBDC partners joined the meeting to show his support.

The Board asked questions on the report and expressed their support for the work the SBDC is doing. The Board and Dr. Smith thanked Ms. Couillard for representing the College and helping communities across Coconino County. Dr. Southerland hopes that the community is starting to see the College as the first place to help their businesses.

External Affairs – Mr. Steve Peru

Mr. Steve Peru updated the Board on legislative efforts and reviewed the Association of Community College Trustees and American Association of Community College's legislative priorities for the current legislative session. Mr. Peru also highlighted the current administration's focus on community colleges and some of the legislation that may be passed.

ACTION ITEMS

A. Salary and Benefits– Dr. Jami Van Ess

Dr. Van Ess shared the updated salaries and benefits agenda item and walked the Board through the options presented. She was unclear on the Board's preference for medical benefits, so included options for those costs to be split proportionally or for the costs to be absorbed by the College. The Board discussed medical costs and was at a consensus to cover all of those costs. Ms. Garcia expressed her support for the less expensive Option B items while the remainder of the Board expressed support for Option C.

Mr. Hurley stated that his support for other compensation options was because he was concerned about the next year's economy. He would like faculty and staff to understand that salary increases are not the norm right now and stated that there are people out of work and the College kept all full-time positions. There is no guarantee that the College would continue this practice next year if the economy falters. He would have been happy with no salary increase, but he feels he can support an increase this year because there is room in the budget. There may come a point where Mr. Hurley is not able to support these kinds of increases.

Salary and Benefits recommendations for Fiscal Year 2022 were discussed by the Board during the Budget Retreat and work session. The information provided to the Board included strategic planning initiatives, board priorities, budget assumptions, economic indicators, and State, Regional, and National market data. Based on those discussions, the recommendations for increases for Salaries and Benefits for Fiscal Year 2022 are as follows:

Salaries:

- Faculty - 1.6% added to schedule
- Part-time faculty - \$14 added to each tier
- Faculty Lab Loading – increase from .67 to .70
- Classified, Professional, and Administrative:
 - Classified - \$1,000 per FTE
 - Professional - \$1,000 per FTE
 - Administrative - \$1,000 per FTE
 - PT Minimum Wage Increase – \$8,653 for minimum wage increases

Benefits:

- ASRS (increase from 12.22% to 12.41%)

- Employee Medical - College will absorb the avg 3% medical contribution increase with no medical increase to the employee
- Dependent Medical - College will absorb the avg 3% medical contribution increase with no medical increase to the employee

Ms. Van Ess recommended that the District Governing direct staff to incorporate the selected salaries and benefit options into the Fiscal Year 2022 Budget. Changes to salaries and benefits would become effective July 1, 2021, for staff and the start of the Fall term for faculty.

Ms. Patricia Garcia stated that it's more important to keep everyone on board for her and continue to have everyone employed. While on paper, it looks like the College can afford all of these options, there is no guarantee that the College won't continue to see enrollment declines. Ms. Garcia felt significantly uncomfortable with the options being discussed.

Mr. Eric Eikenberry made a motion to accept the recommendation on salary and benefits. Mr. Joseph Smith seconded the motion, and it was approved with one dissent. (Mr. Eikenberry, Mr. Hurley, Mr. Smith, and Dr. White voting in favor, Ms. Garcia voting against).

Dr. Smith thanked the Board on behalf of all of the College's employees. Dr. Smith hoped that everyone present was listening and sharing the Board's concerns with their colleagues. Many colleges are making cuts in faculty and staff for next year, and Dr. Smith is very proud that our Board tried to keep everyone employed. Dr. Smith asked everyone to take these concerns very seriously, and all work together in recruiting students and in telling the story of our College

B. Tuition and Fees – Ms. Jami Van Ess

Tuition and fee recommendations for Fiscal Year 2022 were discussed by the Board during the Budget Retreat and today's Work Session. The information provided to the Board included strategic planning initiatives, board priorities, budget assumptions, economic indicators, and State, Regional, and National market data. Based on those discussions, the recommendations for increases for tuition and fees for Fiscal Year 2022 are as follows:

Tuition Increase – No tuition Increase, Standard Rate remains \$113 for FY22

Differential Tuition Increases:

- Increase to three American Sign Language courses for minimum wage increases
 - ASL 102 ASL II - increase from \$10 to \$15
 - ASL 201 ASL III - increase from \$10 to \$15
 - ASL 202 ASL IV - increase from \$10 to \$15
- Increase for two Nursing courses for materials and licensure:
 - NUR 110 Nursing Assistant I - increase from \$30 to \$40
 - NUR 111 Nursing Assistant Clinical - increase from \$30 to \$40

Out-of-County Differential Tuition:

- 5% differential increase from 15% to 20%, generates \$69,900 in revenue

Non-Class Fee:

- ATI Nursing Pre-entrance Exam – to cover increased ATI proctoring fee:
CCC students - \$5 increase from \$65 to \$70
non-CCC students – \$5 increase from \$85 to \$90
- Subpoenas & Processing fees - .25 per page and \$25 per hour
- National Student Clearinghouse fee - delete \$3.50 charge
- In-person Transcript fee - \$25

Dr. Van Ess recommended that the District Governing Board approve the Tuition and Fees for Fiscal Year 2022 to be effective for the Fall semester.

Mr. Patrick Hurley was amazed that the College did not raise tuition for the first year and was still able to support employees. Mr. Hurley asked for clarification on what happens if the College doesn't use contingency funds.

Dr. Nat White talked about the College practicing an austerity plan for the past year or two. Those choices have allowed the College to live within the revenues coming in right now. He is hopeful that the College will be able to get out of the austerity mindset as soon as revenues increase.

Mr. Patrick Hurley made a motion to accept the recommendation on tuition and fees. Mr. Eric Eikenberry seconded the motion. The motion was unanimously approved (Mr. Eikenberry, Ms. Garcia, Mr. Hurley, Mr. Smith, and Dr. White voting in favor).

President's Report – Dr. Colleen Smith

Dr. Colleen Smith asked to correct a conversation she had with a Board Member about the President's Report. The College moved to only providing a written President's Report every other month about a year ago, with Dr. Smith providing a verbal report on other projects in the off months. Dr. Smith asked the Board to weigh in on whether they would like to see the written report every month or not.

The Board would prefer to have a written report every month and to have the President highlight projects every other month.

AGENDA ITEMS FOR FUTURE MEETINGS

Dr. White reminded that Board Members could send agenda items for future meetings to Dr. Smith or Ms. Sandoval. Board Members can also raise those items at this point in the meeting. There were no suggestions for agenda items.

ANNOUNCEMENTS

The next District Governing Board meeting will be March 24, 2021.

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

Mr. Hurley asked that Dr. Smith and Dr. Southerland contact him to set up a conference call about ECoNA.

Dr. White talked about recent research on Robert's Rules and the way to adjourn meetings. The Chair can say that they see no more business and suggest that the Board adjourn; the Chair can entertain a motion for adjournment; or if there is a commotion going on, the Chair can end the meeting immediately. Dr. White prefers to work with a consensus of the Board, so he prefers the motion option.

ADJOURNMENT: Mr. Joseph Smith made a motion to adjourn the meeting at 7:37 pm. The motion was seconded by Mr. Patrick Hurley 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:

Ms. April Sandoval
Board Recorder

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

Dr. Nat White
Board Chair