

**COCONINO COMMUNITY COLLEGE
DISTRICT GOVERNING BOARD**

REGULAR MEETING

OCTOBER 18, 2023



**COCONINO COMMUNITY COLLEGE
MINUTES OF A REGULAR MEETING
OF THE
DISTRICT GOVERNING BOARD
OCTOBER 18, 2023**

A Regular Meeting of the Coconino Community College District Governing Board was held in the Board Room at Coconino Community College, 2800 S. Lone Tree Rd, Flagstaff, AZ 86005, and via interactive video conferencing (Zoom). Vice Chair Mr. Joseph Smith called the meeting to order at 6:00 p.m.

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

Also Present: Dr. Eric Heiser, Ms. Kirsten Mead, Dr. Jami Van Ess, Dr. Kelly Trainor, Mr. Tony Williams, Ms. Kay Leum, Mr. David Asencio, Ms. Jennifer Jameson, Ms. Julie Baumgartner, Mr. Kurt Stull, Ms. Sonni Marbury, Mr. Larry Hendricks, Mr. Brian Wilson, Dr. David Borofsky, Dr. Mark Maciha, Dr. Adriana Flores-Church, Ms. Dianna Sanchez, Mr. Lance Roberts, Ms. Colleen Carscallen, Mr. Doug Friedman, and Mr. Keith Becker.

Reports, summaries, background material, and other documents referred to in these minutes can be found in the October 18, 2023, documents file.

ADOPTION OF AGENDA

Ms. Patricia Garcia moved to approve the agenda, and Mr. Eric Eikenberry 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 – September 20, 2023
- B. Minutes of a Regular Meeting – September 20, 2023
- C. Separations/New Hires

Mr. Patrick Hurley moved to approve the Consent Agenda, and Mr. Eric Eikenberry seconded the motion. The motion was unanimously approved (Mr. Eikenberry, Mr. Hurley, and Mr. Smith voting in favor). Ms. Garcia abstained as she was unable to attend the September meeting.

FOLLOW UP ITEMS

There were no follow-up items.

INTRODUCTION OF GUESTS

Mr. Larry Hendricks introduced Dr. David Borofsky, the Arizona Association of Community College Trustees and AC4 Director.

Dr. Eric Heiser took a moment to announce that Mr. Hendricks intends to retire at the end of the year and wished him the best. The Board wished him well.

CALL TO THE PUBLIC

There was no response to the Call to the Public.

CCC EXCELLENCE – Small Business Development Center – Dr. Eric Heiser

Dr. Eric Heiser visited the Small Business Development Center (SBDC) Retreat this past summer and spoke to the College's SBDC staff and the state SBDC leaders. Dr. Heiser recognized the College's SBDC's substantial impact on the small businesses and communities they serve. For additional information, see the documents file for October 18, 2023.

Mr. Eric Eikenberry recently worked with a Williams resident who wanted to start a business and was referred to SBDC. The resident reported that they were pleased with the College's SBDC and look forward to working with them.

Mr. Patrick Hurley appreciates that SBDC is back in the College where it belongs. Mr. Hurley wants the SBDC statistics to be made public, as the community should know about their successes.

ACTION ITEMS

A. A++ IGA – Dr. Eric Heiser

Dr. Heiser explained to the Board the goal of the Arizona Attainment Alliance and the benefits of Universal Admissions to the College and the community.

The Arizona Attainment Alliance (A++) is an ambitious goal developed by both Northern Arizona University and many Arizona Community Colleges. The end goal of the alliance is to increase access to higher education for all students, not just those with the resources to do so. The A++ IGA is meant to serve as a flexible framework that streamlines our ability to work towards our shared priorities as outlined in the A++ goals and objectives. It will help us as we seek to: scale out Universal Admissions; refine or develop high-demand, high-earning, high-quality academic pathways; adopt common approaches to academic and career advising; leverage low-touch, high-tech capabilities to enhance teaching, learning, and advising; and work towards the creation of a common backbone of data and technology to make the student experience more seamless.

It is recommended that the District Governing Board approve the A++ IGA.

The Board did not have any questions.

Mr. Patrick Hurley moved to approve the A++ IGA as presented and directed the President to sign, and Ms. Patricia Garcia seconded the motion. The motion was unanimously approved (Mr. Eikenberry, Ms. Garcia, Mr. Hurley, and Mr. Smith voting in favor).

B. Enrollment RX – Dr. Jami Van Ess

In November 2018, CCC purchased a suite of products from Enrollment RX for a five-year term through a cooperative contract opportunity based on a Request for Proposal (RFP) from Pima Community College. This included the software used to build and maintain the college admissions

application. Enrollment RX products are now being used to facilitate and manage the data movement and handling for the Universal Admission project with NAU. The project's success depends on these products to enable the admission of this cohort of possible students.

The contract for the Enrollment RX suite of products is due for renewal, and the company offers excellent discounts for longer-term renewals. A one-year renewal will include a 10% increase in cost, a three-year will be a 5% increase, and a five-year renewal will not have any price increase.

The five-year renewal offers extremely generous discounts, extending this critical software for the exact cost as the last five years. The annual total cost associated with the five-year renewal is \$49,950, and the total accumulated costs over the five-year term are \$249,750, a discount from \$364,500 if instead renewing with annual one-year terms.

This recommendation is supported by verifying continued compliance from Pima Community College Contract # P15-9884, effective 1/31/2025.

Mr. Eric Eikenberry motioned to accept the Enrollment RX agreement and directed the President to sign, and Mr. Patrick Hurley seconded the motion. The motion was unanimously approved (Mr. Eikenberry, Ms. Garcia, Mr. Hurley, and Mr. Smith voting in favor).

C. Walzer Architect Contract – Dr. Jami Van Ess

CCC contracted with Johnson Walzer Associates (JWA) on November 1, 2022, to provide architectural services for the complete roof replacement at the Lone Tree Campus. The pricing structure was based on the industry standard of 8% of the architect's estimates of the project's total costs.

Since the complete roof replacement bids were over budget, CCC had to pivot and find an alternate opportunity to contract with a roofing vendor to address immediate roof vulnerabilities. This was accomplished by acquiring District Governing Board approval for segmenting the roof replacement into separate phases and beginning with Centimark performing the work under the Mohave Cooperative contract on the most vulnerable portions of the roof.

Due to this change in the project, CCC needed to negotiate an updated compensation structure with JWA. Through negotiations by Purchasing Services, JWA agreed to reduce the percentage basis from 8% down to 5% and base it off the lowest bid, which was \$2.5M. While this leads to significant cost savings for CCC, the anticipated costs of a complete re-roofing from the original architect's estimate have resulted in the need to increase the costs of the architectural services from \$80,000 to \$128,254. This includes architectural services for all upcoming phases of the roofing replacement project.

It is recommended that the District Governing Board adopt a motion authorizing the College President to approve an increase to the current funded amount of \$80,000 to a total of \$128,254 for the contract with JWA.

The Board did not have any comments.

Ms. Patricia Garcia motioned to approve the Walzer Architect contract and directed the President to sign, and Mr. Eric Eikenberry seconded the motion. The motion was unanimously approved (Mr. Eikenberry, Ms. Garcia, Mr. Hurley, and Mr. Smith voting in favor).

D. 2024 DGB Meeting Schedule – Vice Chair Joseph Smith

The attached meeting schedule was developed following the Board’s meeting pattern on the third Wednesday of each month (except for July and December), having a budget retreat in the last week of January and a retreat in June.

Vice Chair Smith recommends that the Board approve the 2024 Meeting and Retreat Dates.

Mr. Patrick Hurley motioned to approve the 2024 District Governing Board schedule, and Mr. Joseph Smith seconded the motion. The motion was unanimously approved (Mr. Eikenberry, Ms. Garcia, Mr. Hurley, and Mr. Smith in favor).

E. Achieving the Dream Letter of Support approval – Dr. Eric Heiser

Dr. Eric Heiser spoke to the Board about the College embarking on a new data-informed student services model. Achieving the Dream (ATD) is a nationally recognized organization that helps community colleges ensure that all students, regardless of ethnicity, gender, or socioeconomic status, have the tools to be successful. The College will partner with ATD over three years to shift our focus to a holistic student support model. This process will involve rigorous efforts of monitoring data and outcomes to ensure we are meeting the needs of our students.

Dr. Heiser recommended that the District Governing Board approve the Achieving the Dream Letter of Support.

Mr. Patrick Hurley asked about the cost of Achieving the Dream. Dr. Heiser explained that a gift from Mackenzie Scott would highly subsidize the cost of ATD. Without the gift, the price is \$80k annually for three years. It is unknown how much of a cost reduction the College will receive.

Vice Chair Smith would like to know what the subsidized amount will be.

Ms. Garcia sees ATD as moving the College towards goals the Board has had for a long time by addressing equity gaps and being more data-driven.

Vice Chair Smith and Dr. Heiser participated in an ATD advisory group, and Vice Chair Smith believes that ATD will be a good fit for the College.

Ms. Patricia Garcia motioned to approve the Achieving the Dream Letter of Support from the Board, and Mr. Eric Eikenberry seconded the motion. The motion was unanimously approved (Mr. Eikenberry, Ms. Garcia, Mr. Hurley, and Mr. Smith voting in favor).

INFORMATION AND REPORTS

Board Reports

AACCT – Mr. Joseph Smith – AACCT met at the ACCT conference in Las Vegas and discussed the one-page information sheet they are creating to present to the Governor that shows the priorities of AACCT. The group met earlier this week and made additional changes to the information sheet. Dr. David

Borofsky was invited to speak about where they are in the process. The strategic priorities for AC4 for the three-year plan will be shared with the Governor on November 1, 2023. At the next AC4 meeting, AACCT will discuss the asks for AC4 and the community colleges for 2024. One of the areas they are asking for additional funds is for SBDC. Arizona is one of two states that don't fund SBDC. AACCT will also give the governor the economic impact studies that indicate Arizona community colleges contribute \$13B to the economy.

ACCT – Ms. Patricia Garcia – The Board attended the ACCT Annual Congress in Las Vegas last week and felt it was a productive time. Mr. Eric Eikenberry commended Mr. Kelly Trainor, Mr. Tony Williams, Dr. Nat White, NAU President Jose Luis Cruz Rivera, and Dr. Eric Heiser for their great job presenting A++ to an audience of approximately 50 community colleges. Mr. Eikenberry learned a lot at the conference.

Chair Nat White joined the Board meeting.

Alliance – no update

Foundation Board – Mr. Eric Eikenberry spoke about the Joint Board and Foundation meeting held in September in Page and about having the opportunity to talk and collaborate. Ms. Dianna Sanchez was invited to speak about upcoming events and the Presidential Investiture and Gala. The community response was incredible. The Gala will become a yearly event. The Flagstaff Marathon is sold out for the November 4, 2024, race. Race packets can be picked up on the Lone Tree campus over three days, bringing community members and visitors into the College.

Chair White celebrated Ms. Sanchez's recent 54-mile race around the Peaks.

President's Report – Dr. Eric Heiser

A. Update on Next Steps of EAB Contract

Dr. Eric Heiser explained that the data process has begun in earnest. The Board will have their own dashboard to see where retention and completion are and the dashboards are fully customizable. Other college Trustees have been excited about the new information they can learn about their colleges.

B. Update on Dual Enrollment Project

The College is nearly ready to post the position of Director for the new Dual Enrollment program and four success coaches, with hopes of having the program running in the Spring semester.

Dr. Heiser told the Board that he was on a list of 35 people curated by NAU President Cruz Rivera to meet Vice President Kamala Harris at NAU. Vice President Harris was visiting the NAU campus to encourage college students to vote.

AGENDA ITEMS FOR FUTURE MEETINGS

Mr. Eikenberry would like an update in January on the College's Observatory and the progress that is being made to fix the telescope.

ANNOUNCEMENTS

The next District Governing Board meeting will be November 15, 2023

The next Foundation Board meeting will be November 28, 2023

Community College Day at the Capitol: January 30, 2024

MEETING EVALUATION

ADJOURNMENT: Ther being no further business, Vice Chair Smith adjourned the meeting at 7:15 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