

**COCONINO COMMUNITY COLLEGE  
DISTRICT GOVERNING BOARD**

**REGULAR MEETING**

**NOVEMBER 15, 2023**



**COCONINO COMMUNITY COLLEGE  
MINUTES OF A REGULAR MEETING  
OF THE  
DISTRICT GOVERNING BOARD  
NOVEMBER 15, 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). Chair Nat White called the meeting to order at 5:35 p.m.

PRESENT:       Eric Eikenberry  
                  Patricia Garcia  
                  Nat White  
                  Patrick Hurley (via Zoom)

ABSENT:        Joseph R. Smith

**Also Present:** Dr. Eric Heiser (Zoom), 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. Brian Wilson, Dr. Mark Maciha, Dr. Adriana Flores-Church, Ms. Dianna Sanchez, Ms. Alexis Polley, Ms. Janel States, Ms. Colleen Carscallen, Mr. Ryan Bouwhuis, Mr. Keith Becker, Mr. Luke Owens, Mr. Doug Friedman, Dr. David Borofsky, and Mr. Brian Blue.

Reports, summaries, background material, and other documents referred to in these minutes can be found in the November 15, 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 Chair White, voting in favor).

**ADOPTION OF CONSENT AGENDA**

- A. Minutes of a Work Session – October 18, 2023
- B. Minutes of a Regular Meeting – October 18, 2023
- C. Separations/New Hires

Ms. Patricia Garcia moved to approve the Consent Agenda, and Mr. Eric Eikenberry seconded the motion. The motion was unanimously approved (Mr. Eikenberry, Ms. Garcia, Mr. Hurley, and Chair White voting in favor).

**FOLLOW UP ITEMS**

There were no follow-up items.

**INTRODUCTION OF GUESTS**

Ms. Janel States, Digital Marketing Manager at the College, introduced Mr. Brian Blue, Secretary of the CCC Foundation Board.

**CALL TO THE PUBLIC**

There was no response to the Call to the Public.

**CCC EXCELLENCE – Government Finance Officers Association (GFOA) Award for Excellence in Financial Reporting (28<sup>th</sup> Consecutive Year FY End 2022) – Dr. Jami Van Ess**

Dr. Jami Van Ess recognized Ms. Sonni Marbury and Ms. Marbury's team for putting together an exceptional financial report, which had a hand in winning this award. For further information, see the November 15, 2023, documents file.

**ACTION ITEMS**

**A. BBE/SBDC IGA – Dr. Kelly Trainor**

Dr. Kelly Trainor presented the BBE/SBDC IGA to the Board. For further information, see the November 15, 2023, documents file.

Coconino County, through its Health & Human Services Department, assists in coordinating the County Building Businesses and Entrepreneurs (BBE) Program, a unique microbusiness development training that serves as an important tool for low and moderate-income individuals residing in Coconino County to develop a viable business plan for successful small business start-up and/or expansion. Operating the BBE program increases the likelihood that participants will be able to leverage assets for their future and future generations, substantially benefitting their quality of life and community.

Coconino Community College hosts the Coconino Small Business Development Center (SBDC). The SBDC possesses the small business expertise to facilitate and teach the BBE. This intergovernmental agreement (IGA) is something the Board has approved in the past, with the most recent approval occurring on October 20, 2021.

Under the IGA, the College will be responsible for facilitating a total of three (3) of the BBE courses, by Zoom or in-person, with the following schedule:

- Winter 2024 session
- Spring 2024 session
- Fall 2024 session

The College will issue invoices to the County upon completion of each course in an amount not to exceed \$6,000 per course for up to fifteen businesses (one or more participants per business). Each additional business, either remote or in-person, will be billed at the rate of \$300 per business per course based upon completion of a separate business plan, not to exceed an additional \$1,500 per class.

It is recommended that the District Governing Board approve the Coconino County Building Businesses and Entrepreneurs IGA and addenda commencing on January 1, 2024, effective through December 31, 2025, and authorize the President to sign the agreement on behalf of the College.

The Board discussed:

- These courses are not for credit

Mr. Patrick Hurley moved to approve the Coconino County Building Businesses and Entrepreneurs IGA and addenda and directed the President to sign the IGA, and Mr. Eric Eikenberry seconded

the motion. The motion was unanimously approved (Mr. Eikenberry, Ms. Garcia, Mr. Hurley, and Chair White voting in favor).

**B. cStor Tintri Contract – Dr. Jami Van Ess**

Dr. Jami Van Ess presented the cStor Tintri Contract to replace the College's data storage system. For further information see the November 15, 2023, documents file.

New ownership of the manufacturer along with technology changes, amplified by pandemic manufacturing and supply chain disruptions, have accelerated the end of support for our current storage solution necessitating a move to current, supportable technology. To minimize disruption, avoid service outages, and mitigate possible security threats, as well as provide a stable migration path and avail accumulated knowledge and experience for a new storage system, it is preferred to continue with a newer version Tintri hardware and maintenance provided by cStor.

The replacement of the hardware of \$175,925.07 and related annual maintenance cost of \$23,189.24 are eligible under State of Arizona Contract # CTR059886 confirmed by due diligence performed by CCC Purchasing Services. The continued maintenance may be renewed annually through the terms of the contract.

The Board discussed:

- This contract is for data storage physical hardware
- EAB will pull the data they need from the physical hardware
- Mr. Brian Wilson told the Board that due to chip shortages, the original company sold to a new owner and support for our equipment was cut short. The new company hardware is expected to last 5-7 years, and because of losing a few more years of life from the old equipment, the company discounted the new equipment significantly.
- What would happen if the Board disapproved?
- It is a vital part of the infrastructure of the College
- This contract is for the newest generation of data storage
- Does the College have a budgetary capacity to handle this expense? Dr. Van Ess told the Board that, yes, through various lines in the budget
- Mr. Patrick Hurley asked about the security of the hardware, and Mr. Wilson explained that the data is encrypted and is stored in locked and monitored access
- The old equipment will remain with the College and possibly be sent to be sold at surplus; the drives are wiped and physically destroyed to meet regulations
- This purchase is through the state contract, and cStor is the lesser expense and is equipment that Mr. Wilson and the IT department are comfortable continuing to use
- Once the contract is signed, 80% of the data will be moved over to the new equipment by the end of 2024

It is recommended that the District Governing Board adopt a motion to approve the contract for the Tintri hardware and maintenance through cStor and authorize the President to sign the agreement as outlined in the attached quote.

Mr. Eric Eikenberry motioned to approve the contract for the Tintri hardware and maintenance through cStor and authorize the President to sign the agreement as outlined. Ms. Patricia Garcia seconded the motion. The motion was unanimously approved (Mr. Eikenberry, Ms. Garcia, Mr. Hurley, and Chair White voting in favor).

**C. Unified Contract Renewal – Dr. Jami Van Ess**

Dr. Jami Van Ess presented the Unified Contract Renewal. For further information see the November 15, 2023, documents file.

CCC uses the Unified product suite in several critical applications. The Student Portal is the central access point for all student functions such as registration and connecting to Canvas (LMS). Students can also manage their passwords using Unified Password Manager which also provides mandated Multi Factor security for student accounts.

Unified's account provisioning system allows us to automatically create new student accounts within 15 minutes of applying and automatically close accounts upon termination in Banner or no registration. Unified's QuickLaunch Single Sign On (SSO) provides all of CCC with industry-compliant SSO for secure convenient access to CCC and third-party systems. CCC negotiated a five-year renewal option at a total cost of \$404,311.68 that includes a loyalty discount by removing the 3.3% annual increase, resulting in a total savings of \$39,452.32 over five years, along with \$35,000 in savings by providing an upfront payment for Passwordless over a five-year term.

Originally contracted as a Single Source as the sole provider of the website portal software MyCampus in 2014. As allowable under CCC Procedure 202-07, requesting to extend the services contract in the best interests of CCC under a Single Source Procurement.

The Board discussed:

- If the College is integrating these bundles that help students through their gateways, how do they connect to NAU if the College is not on the same program page?
  - These are systems currently being used with our students and allow them to maneuver through their day-to-day activities at the College
  - For A++ Universal Admissions, the College is working with NAU to manage how the data is best shared; it is a separate item from the Unified product
  - This contract is a five-year renewal
- Does the College have funds to pay for the renewal? Yes, the cost was already in the IT budget.

It is recommended that the District Governing Board adopt a motion to approve the award for \$404,311.68 to Unified and to authorize the president to sign a (5) Five-year agreement.

Ms. Patricia Garcia motioned to approve the Unified Contract Renewal 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 Chair White voting in favor).

## **INFORMATION AND REPORTS**

### **BOARD REPORTS**

**AACCT** – No report, as Mr. Joseph Smith is absent.

**ACCT** – Ms. Patricia Garcia and Dr. Eric Heiser will be attending the February 2024 ACCT Legislative Congress in Washington, DC.

Chair White spoke a bit about the Las Vegas ACCT Leadership Congress in October and the information he learned about ransomware from Cape Cod Community College. Additionally, Chair White attended the National Junior College Athletic Association meeting and learned that many community colleges have football and basketball teams, that bring in millions of dollars to support the colleges and bragged about how it brings in students. Small colleges can bring in low-overhead sports such as disc golf.

**Alliance** – Mr. Patrick Hurley noted that the meeting is this Friday, and Dr. Heiser and Dr. Jami Van Ess will attend.

**Foundation Board** – Mr. Eric Eikenberry attended the Flagstaff Marathon and left because Chair White and Vice Chair Smith were there. He would like all College events posted as non-meeting events of the Board.

Ms. Dianna Sanchez spoke about the success of the Flagstaff Marathon and that 450 runners sold out the event. The weather was perfect, and \$54k was raised for the Cross Country Team.

Chair White was happy to see many College staff volunteering at the event.

Ms. Sanchez spoke about the Cross Country Banquet held last night at the College and the great turnout of 100 supporters and runners. Ms. Sanchez honored Coach Hunt for his hard work and dedication to the runners and the Cross Country Team. He works hard to help the students be successful in running and in life. Chair White also praised Coach Hunt for his dedication. Running has brought students to their educational goal with the Cross Country Team.

### **ACADEMIC AFFAIRS – Dr. Kelly Trainor**

#### **OER (open educational resources)**

Dr. Kelly Trainor introduced the College's Librarian, Mr. Luke Owens. Mr. Owens presented Open Educational Resources (OER) to the Board. For more information, see the November 15, 2023, documents file.

The Board discussed:

- OER is free textbooks and information available for the students to use
- Cost of books and materials influence the decision for a student to take a course or not
- OER is being used to make the College's courses as attainable as possible
- Open Textbooks for Rural Arizona Grant Consortium grant was awarded in 2021, in which eight Arizona colleges were awarded a total of \$800k
- If a course does not exist for an OER course, the College will pay faculty to create one
- 14 Projects completed since 2022
- This is the final year of the grant, with a possibility to extend the grant with remaining funds for an additional year

- Is there pushback from the bookstore? Not that Mr. Owens is aware.
- Mr. Eric Eikenberry has experience with OER and supports it 100%.
- Ms. Patricia Garcia inquired if the materials are vetted and that the students are receiving quality materials and resources; there are standards and course evaluations to ensure good course design
- Is the Curriculum Committee involved? No, but departments are involved.
- Mr. Patrick Hurley indicated that the College will need to find a means to sustain this program
- Mr. Trainor said an institutional commitment is essential for continuing with the project

Dr. David Borofsky joined the meeting.

### **STUDENT SERVICES – Mr. Tony Williams**

#### **FTSE – Mr. Tony Williams**

Mr. Tony Williams presented the 2023 – 2024 Full Time Student Equivalent (FTSE) information to date. For further information, see the November 15, 2023, documents file.

Mr. Williams discussed:

- The non-dual enrollment state aid is \$669 per FTE
- Dual enrollment state aid is \$335 per FTE
- For Fall 2023, enrollment is up 3.5%
- For Fall 2023, dual enrollment is up 11%
- Total Fall 2023 FTSE is a 4.3% increase
- 2/3 of enrollment are part-time students
- The College is up in enrollment when the national trend is significantly lower enrollment

The Board discussed:

- The College does not split the FTE with the high schools; the College is receiving a reduced FTE (part-time) because they are also enrolled in high school
- State funding is based on full time student equivalent; every 30 credit hours the College gets one point; points translate into percentages
- How many students are enrolled at the College? Approximately 2,500 – 3,000 students each semester
- Mr. Patrick Hurley noted that the highest full time enrollment for the College was right after the 2008 recession, and as the recession eased, enrollment of part time students started to fall off

### **PRESIDENT’S REPORT – Dr. Eric Heiser**

#### **2023 District Governing Board Standing Agenda Items**

Dr. Eric Heiser will update the Board on Friday with language from the attorney regarding the President’s Report.

The second tiny home dedication with Habitat for Humanity is tomorrow. Our students helped build the home.

Dr. Heiser will present the Economic Impact of CCC to the Community at the Alliance meeting on Friday, November 17, 2023. Next, Dr. Heiser will present to the City Council in December.

Dr. Heiser provided the Board with the website for OER - Openstax.org to show how OER has grown. The expectation of taking on federal grants is that the College budgets for these programs going forward.

#### **FOLLOW UP**

- Chair White would like the start and end of each semester noted under upcoming events on every regular meeting agenda
- Mr. Eric Eikenberry would like all College events to be posted as non-meeting events on the College website

#### **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 (from October 18, 2023 District Governing Board meeting).

#### **ANNOUNCEMENTS**

The next District Governing Board meeting will be January 17, 2024 (election of officers)

The District Governing Board, Board Retreat will be January 22, 2024

The next Foundation Board meeting will be January 23, 2024

Community College Day at the Capitol: January 30, 2024

ACCT National Legislative Summit will be February 4 -7, 2024

#### **MEETING EVALUATION**

**ADJOURNMENT:** Ms. Patricia Garcia made a motion to adjourn the meeting and Chair White Seconded the meeting. The meeting was adjourned at 6:57 pm.

#### **MINUTES PREPARED BY:**

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Ms. Kirsten Mead  
Board Recorder

#### **ATTEST and APPROVED:**

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

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Dr. Nat White  
Board Chair