

**COCONINO COMMUNITY COLLEGE
DISTRICT GOVERNING BOARD**

WORK SESSION

SEPTEMBER 20, 2023



**COCONINO COMMUNITY COLLEGE
MINUTES OF A WORK SESSION
OF THE
DISTRICT GOVERNING BOARD
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A Work Session of the Coconino Community College District Governing Board was held in Room D9 at the Page Center, 475 S. Lake Powell Blvd, Page, Arizona 86040, and via interactive videoconferencing (Zoom). Board Chair Dr. Nat White called the meeting to order at 10:15 a.m.

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

ABSENT: Patricia Garcia

Also Present: Dr. Eric Heiser, Ms. Kirsten Mead, Dr. Jami Van Ess, Dr. Kelly Trainor, Ms. Kay Leum, and Mr. David Asencio

Reports, summaries, background material, and other documents referred to in these minutes can be found in the September 20, 2023, documents file.

1. FOLLOW UP ITEMS

Dr. Nat White reviewed the follow-up items with the Board.
There were no follow-up items.

2. DISCUSSION/INFORMATION ITEMS

A. Delegation of Authority to the President policy discussion – Dr. Nat White

Chair White gave the history of the Delegation of Authority to previous Presidents and noted that the College has never had a formal policy. Dr. David Borofsky, Executive Director of the Arizona Association of Community College Trustees, researched policies across the state and provided materials to the Board at the Board Retreat in June.

The discussion included:

- Dr. Eric Heiser explained that the College’s lawyers have reviewed and accepted the presented policy
- Dr. Heiser spoke about several policies at the College that will need to be updated to not conflict with this new Board policy
- The presented policy will supersede any previous policies
- Mr. Patrick Hurley mentioned that in his long time experience on the College’s Board, the College has always verbally delegated authority to the President; Dr. Jami Van Ess confirmed
- The presented policy is clear and provides, in writing, a way to legally designate authority to the President

B. EAB Contract Discussion – Dr. Eric Heiser

Dr. Eric Heiser presented an overview of EAB and how EAB will help the College with data retention, distribution, and processes to the Board. For additional information, see the September 20, 2023 documents file.

Board discussion included:

- Dr. Heiser reached out to rural colleges to find out how they find Institutional Research (IR) staff; the consensus is that community colleges find it increasingly difficult to find and retain IR staff. Additionally, these colleges have had success with EAB.
- EAB is cloud based storage for data
- The College's current system is well out of date and cumbersome to use
- EAB will build an interface for the College to access the data
- A portion of the funding will come from a vacant IR position; there will still be an IR professional on staff
- Gives the College built in succession planning
- Democratizes the data and will be easy to read and understand
- The goal is to make the information the College easily accessible to staff and the public
- Mr. Patrick Hurley asked about the security of the data regarding sensitive information; Dr. Heiser explained that the College's IT department is comfortable with the security of EAB
- The College explored several options, and EAB fit the College's needs the best
- The EAB package gives 200 hours a year with EAB experts helping the College build and define its data, data glossary and dashboard
- Chair White noted that not all data is created equal and doesn't need to be shared across departments, staff, or the Board
- In the Regular Meeting, Dr. Heiser will ask the Board to authorize a contract that has not been finalized but is being finalized very soon, up to \$150,000. It will then be reviewed by legal before the contract is executed. The time frame for approval is 6-8 weeks.
- Purchasing procedures set a \$100,000 limit for the President to sign; over that requires Board approval
- The Board has previously authorized a contract with oversight from the Board coming from the Chair and is most comfortable with the Chair reviewing the contract with the President. The Chair will consult with individual Board members if needed.
- Mr. Joseph Smith commented that it be stated in the Regular Meeting that this is an exception, not a recurring option
- Mr. Eric Eikenberry would like to know how the Board will interact with the dashboard
 - Dr. Heiser discussed what the Board will see:
 - Completion rates
 - Retention rates
 - Stop outs
 - The Board will be able to drill down into data
- Will the Foundation have a piece of the data?
 - Dr. Heiser will be discussing this with the Foundation Board

FOLLOW UP:

- Dr. Heiser and Ms. Kirsten Mead will search current policies and procedures to ensure that conflicting procedures are corrected
- Dr. Heiser will report to Mr. Patrick Hurley on EAB’s policy for rolling over unused expert hours to be used in the following year

ADJOURNMENT: The Work Session Adjourned at 10:59 a.m.

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