

**COCONINO COMMUNITY COLLEGE
DISTRICT GOVERNING BOARD**

REGULAR MEETING

MARCH 27, 2024



**COCONINO COMMUNITY COLLEGE
MINUTES OF A REGULAR MEETING
OF THE
DISTRICT GOVERNING BOARD
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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. Board Chair Joey Smith called the meeting to order at 5:31 pm.

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

ABSENT: Patricia Garcia

Also Present: Dr. Eric Heiser, Ms. Kirsten Mead, Dr. Jami Van Ess, Mr. Tony Williams, Ms. Dianna Sanchez, Ms. Janel States, Dr. Adriana Flores-Church (Zoom), Mr. Brian Wilson, Ms. Colleen Carscallen, Ms. Jennifer Jameson, Ms. Julie Baumgartner, Mr. Kurt Stull, Mr. Ryan Bouwhuis, Ms. Sonni Marbury, Mr. Keith Becker, Mr. Doug Friedman, Ms. Kay Leum, Ms. Alexis Polley, Dr. Mark Maciha, Ms. Cheryl Meilbeck, Ms. Maxie Inigo, Dr. Aaron Rizzieri, Dr. Allison Gray, Ms. Sarah Benton, Ms. Sandie Dihlmann, Ms. Carly Miller, Mr. Tom Lehman (Zoom), and Dr. David Borofsky.

Reports, summaries, background material, and other documents referred to in these minutes can be found in the March 27, 2024, documents file.

ADOPTION OF AGENDA

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

ADOPTION OF CONSENT AGENDA

- A. Minutes of a Work Session – February 27, 2024
- B. Minutes of a Regular Meeting – February 27, 2024

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

FOLLOW UP ITEMS

There were no follow-up items.

INTRODUCTION OF GUESTS

Ms. Janel States introduced Dr. David Borofsky, Executive Director of the Arizona Association of Community College Trustees (AACCT).

CALL TO THE PUBLIC

Dr. David Borofsky spoke to the Board about the upcoming AACCT All-Trustee meeting in Phoenix on April 24, 2024. The meeting begins at 9:00 am and ends with a Trustee dinner. There will be discussions on artificial intelligence (AI) and Community College to Baccalaureate, as well as a possible visit from Governor Katie Hobbs.

Mr. Borofsky also publicly thanked Mr. Ryan Bouwhuis, Executive Director of Purchasing, for his assistance in the RFP process for an AC4 lobbyist.

CCC EXCELLENCE – Mr. Tony Williams

Mr. Tony Williams expressed his excitement for Ms. Carly Miller and Ms. Grace McCullough, the CCC AZ All-Academic Team Awardees. Dr. Aaron Rizzieri and Dr. Allison Gray, Phi Theta Kappa (PTK) faculty advisors, were introduced and spoke about the students. To be considered for the AZ All-Academic Team, students must be academically excellent and possess excellence in character.

Ms. McCullough was unable to attend the board recognition. Dr. Allison Gray spoke about some of Ms. McCullough's accomplishments, including graduating from CCC in the Fall and enrolling at NAU as a Math major. Ms. McCullough plans to focus on data and financial analytics, volunteer for Meals on Wheels, tutor youth in math, and teach piano.

Dr. Aaron Rizzieri spoke about Ms. Miller's accomplishments, including volunteering to babysit children whose families are in recovery. She has received several Foundation scholarships, is working towards an associate in social sciences, and plans to attend NAU to major in psychology and sociology, followed by a master's in public relations and marketing. Ms. Miller thanked the Board, College, her instructors, and the Foundation for their help in achieving her dreams as a first-generation, low-income student.

The Board commended both awardees for their success now and in the future.

ACTION ITEMS

A. Emeritus Status for Magdalene “Maxie” Inigo – Ms. Jennifer Jameson

Ms. Jennifer Jameson read a letter nominating Ms. Magdalene “Maxie” Inigo for Faculty Emeritus status to the Board. See the March 27, 2024, documents file for the nomination letter.

Coconino Community College District Governing Board policy 27-00, Emeritus Status, states, “The DGB may award ‘emeritus’ status to out-going Presidents, retired, full-time faculty and administrators (dean and above), and District Governing Board Members for distinguished service” if they have met certain criteria, including having been a full-time employee of the College in good standing. Individual faculty members are nominated by members of her/his department or immediate supervisor.

Maxie Inigo is retiring in May 2024 and has been nominated for Emeritus Status in accordance with policy 27-00.

Ms. Jameson recommends that the District Governing Board adopt a motion approving Emeritus Status for Ms. Magdalene “Maxie” Inigo.

Ms. Inigo thanked the Board, College, Faculty, and Ms. Jameson for the nomination, expressed her honor as a founding faculty member, and for helping build CCC since the Spring of 1992.

Chair Smith thanked Ms. Inigo for her dedication to the College and the communities we serve. Dr. Nat White recalled Ms. Inigo as the first faculty member he met. They happened to share common interests in astronomy and the telescope. He recalls how much she loves the College, students, and her job.

Dr. Nat White motioned to approve Emeritus Status for Magdalene “Maxie” Inigo, and Mr. Patrick Hurley seconded the motion. The motion was unanimously approved (Mr. Eikenberry, Mr. Hurley, Mr. Smith, and Dr. White voting in favor).

B. Phased Retirement (ESI Contract Renewal) – Dr. Adriana Flores-Church

Dr. Adriana Flores-Church presented the ESI Contract Renewal to the Board. See the March 27, 2024, documents file for additional information.

Under a Mohave Educational Services Cooperative Contract (#21A-ESI3-0318), Coconino Community College could participate in a Phased Retirement Program for the 2024 – 2025 Academic year. The current vendor for this program is Educational Services, Inc. (ESI)

The District Governing Board has historically approved using phased retirement since 2015. The Board approved the last agreement with ESI on January 18, 2023. The purpose of Phased Retirement is to allow employees who are in good standing and needed by the college to be hired by ESI and be placed back at CCC for a maximum of 12 months. This period aligns with the 12-month Arizona State Retirement period that does not allow retirees to work full-time for a state employer without placing their retirement benefit at risk. This also allows the College staffing flexibility to meet the needs of students, ability to gain budget capacity, retain institutional knowledge, and address workforce shortages/hard to fill positions. This contract is effective July 1, 2024, for one fiscal year and is subject to possible future renewal.

The contract documents have been reviewed through cooperative contract due diligence by the Director of Purchasing and Auxiliary Services, Ryan Bouwhuis, and are included in your Board packet for review.

Dr. Flores-Church recommends that the District Governing Board adopt a motion authorizing the College to approve the agreement with ESI and authorize the President to sign it.

Dr. Nat White motioned to approve the Phased Retirement (ESI Contract Renewal), and Mr. Eric Eikenberry seconded the motion. The motion was unanimously approved (Mr. Eikenberry, Mr. Hurley, Mr. Smith, and Dr. White voting in favor).

C. Purchase of Fire Truck Driving Simulator – Dr. Mark Maciha

Dr. Mark Maciha presented the board with information on the need for a Fire Truck Simulator. For additional information, see the March 27, 2024, documents file.

Coconino Community College provides initial and ongoing training for multiple public safety disciplines. Through a cooperative agreement, the College runs the law enforcement academy for

Northern Arizona. We also have a cooperative Fire Engineer Certificate that takes current local firefighters and prepares them to be promoted to the Engineer position. This person is responsible for both driving and pumping the fire apparatus. To acquire this knowledge and experience, we use a blend of simulators to reduce risk in high-risk events and hands-on training through key partnerships. Those partnerships provide us access to equipment we do not have (i.e., fire trucks, police cruisers, ambulances). Once trained, both disciplines also need continuous training. This is required by EMS, Fire Science, and Law Enforcement due to the risky nature of emergency (code 3) response. The college will use this driving simulator to deliver law enforcement and fire academies. It will also be used by the Northern Arizona agencies (Northern Arizona University PD, Flagstaff Police Department, Coconino County Sheriff's Office, Flagstaff Fire Department, Summit Fire and Medical Department, Highlands Fire Department, Guardian Medical Transport, etc..) to provide ongoing training for persons with responsibility for emergency response.

Under CCC Procedure 202-07, Purchasing Services issued a Request for Proposals (RFP) and, based on the evaluation process, selected L3 Harris as the prospective supplier for the simulator.

Pending final approval of the OEO grant, Dr. Maciha recommends that the District Governing Board adopt a motion to approve the award of \$175,000.00 to L3 Harris to purchase a Fire Truck Driving Simulator and applicable ongoing maintenance.

Mr. Eric Eikenberry motioned to approve the Purchase of a Fire Truck Driving Simulator, and Mr. Patrick Hurley seconded the motion. The motion was unanimously approved (Mr. Eikenberry, Mr. Hurley, Mr. Smith, and Dr. White voting in favor).

The Board discussed:

- Why the College is unable to charge outside agencies for use
- The need for IGA's from outside agencies
- Overscheduling
- An overview of the different features of the simulator

D. Roofing Project – Dr. Jami Van Ess

Dr. Jami Van Ess presented the Roofing Project to the Board. For additional information, see the March 27, 2024, documents file.

The Lone Tree Campus roof and skylight systems need replacement because they are nearing their end. In April 2023, the Purchasing department offered an invitation for bid (IFB) to broaden the pool of prospective contractors, including those in the greater Flagstaff area. No local companies submitted a bid, and all bids were over the fiscal year budgeted amount. We chose to reduce the scope of the work and replace the building 400 portion of the roof on the FY23 budget. CCC contracted with CentiMark via Mohave Cooperative contract OFV-18R-Roofing in lieu of the bids.

Now that building 400 is completed, CCC recommends selecting CentiMark to complete the remaining portions of the roof. This selection is based on their understanding and analysis of the roof from the IFB (April 2023) process and the completion of building 400. CCC requested two quotes from CentiMark so that we could internally review our best approach to completing the project. After meeting internally, we recommend replacing the roof for the remaining portions of the building as one project.

Centimark quoted \$2,032,800.85, substantially under Mohave Cooperative contract OFV-18R-Roofing. This quote includes roofing, tear-off and replacement, skylights, lighting protection, and a 5% contingency. This option is available since no cap is assessed by either the Mohave contract, the State Procurement Code, or CCC policy and procedures.

This procurement method is allowed in the College's Purchasing Procedural Guidelines, section 202-01-14: Educational/Institutional Cooperatives, Consortium Agreements. Purchasing items from cooperative contracts does not require additional competitive bidding, as a sealed bid process already has determined vendors and pricing.

The project will start in late spring and be completed by the beginning of the fall semester of 2024.

Dr. Van Ess recommends that the District Governing Board adopt a motion authorizing the College President to approve the Mohave Educational Service Cooperative Contract for \$2,032,800.85. As presented, CentiMark will receive a purchase order for replacing the remaining roof and skylights at the Lone Tree campus.

Mr. Patrick Hurley motioned to approve the Roofing Project, and Dr. Nat White seconded the motion. The motion was unanimously approved (Mr. Eikenberry, Mr. Hurley, Mr. Smith, and Dr. White voting in favor).

INFORMATION AND REPORTS

Board Reports

AACCT – Dr. Nat White had nothing to report.

ACCT – Ms. Patricia Garcia is absent.

Alliance – Mr. Patrick Hurley reported that there has not been a meeting since the last Board meeting.

Foundation Board – Mr. Eric Eikenberry received information from Ms. Dianna Sanchez that Ms. Alexis Polley has been hired as the Executive Director of the FUSD2CCC program.

STUDENT SERVICES – Mr. Tony Williams

A. Spring FTSE – Mr. Tony Williams

Mr. Tony Williams presented the Spring FTSE Report to the Board. Mr. Williams reported that the College is turning a corner on the impact of COVID, and enrollment is increasing. The increase can be attributed to internal efforts to retain students and the High School and Admissions Team for nurturing the students. For additional information, see the March 27, 2024, documents file.

B. Educational Attainment Achievement – Mr. Tony Williams

Mr. Tony Williams stated that there is nothing to report at this time.

PRESIDENTS REPORT – Dr. Eric Heiser

Dr. Eric Heiser invited the Board to CCC's Commencement, which will be held May 13, 2024, from 10 a.m. to noon, at Ardrey Memorial Auditorium on the NAU campus.

Dr. Heiser also spoke about the Coco Launch Event to introduce the College’s new mascot, Coco, which was a tremendous hit! Louie the Lumberjack, Coco the Cow, FHS Eagle, and Smokey Bear were all in attendance to welcome Coco to the College. Mayor Becky Daggett read a proclamation for Coco and NAU President Dr. Jose Luiz Cruz Rivera was there to shake hands with Coco. It was an “out of this world” event!

AGENDA ITEMS FOR FUTURE MEETINGS

The Board would like a demonstration of the Fire Truck Simulator.

There being no further business, Chair Smith adjourned the meeting at 6:41 pm.

MINUTES PREPARED BY:

Ms. Kirsten Mead
Board Recorder

ATTEST and APPROVED:

Mr. Patrick Hurley
Vice Chair/Secretary of the Board

Mr. Joey Smith
Board Chair