

**COCONINO COMMUNITY COLLEGE
DISTRICT GOVERNING BOARD**

REGULAR MEETING

APRIL 17, 2024



**COCONINO COMMUNITY COLLEGE
MINUTES OF A REGULAR MEETING
OF THE
DISTRICT GOVERNING BOARD
APRIL 17, 2024**

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 5:56 pm.

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

Also Present: Dr. Eric Heiser, Ms. Kirsten Mead, Dr. Jami Van Ess, Mr. Tony Williams, Ms. Dianna Sanchez, Dr. Adriana Flores-Church, Mr. Nolan Begaye, Ms. Jessica Laessig, 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, Mr. Nathan Schott, Mr. Albert Sun (Zoom), Ms. Taryn Stangle (Zoom), and Dr. David Borofsky (Zoom).

Reports, summaries, background material, and other documents referred to in these minutes can be found in the April 17, 2024, documents file.

ADOPTION OF AGENDA

Mr. Patrick Hurley moved to approve the agenda, and Ms. Patricia Garcia 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 – March 27, 2024
- B. Minutes of a Regular Meeting – March 27, 2024

Dr. Nat White moved to approve the Consent Agenda, and Mr. Eric Eikenberry seconded the motion. The motion was approved by Chair Smith, Mr. Eikenberry, Mr. Hurley, and Dr. White. Ms. Garcia abstained from the vote as she did not attend the March 27, 2024 Board meetings.

FOLLOW UP ITEMS

There were no follow-up items.

INTRODUCTION OF GUESTS

Ms. Jessica Laessig introduced Dr. David Borofsky, Executive Director of the Arizona Association of Community College Trustees (AACCT), Ms. Taryn Stangle, and Mr. Albert Sun, both from the Auditor General's Office.

CALL TO THE PUBLIC

There was no answer to the call to the public.

ACTION ITEMS

A. Acceptance of the Fiscal Year 2023 Annual Comprehensive Financial and Single Audit – Dr. Jami Van Ess and Ms. Taryn Stangle, Auditor General's Office

Dr. Jami Van Ess introduced Ms. Taryn Stangle and Mr. Albert Sun to review the Fiscal Year 2023 District Audit. Ms. Stangle reviewed the District Audit with the Board. See the April 17, 2024, documents file for additional information.

The Fiscal Year 2023 audit is complete, and audit reports have been issued by the Arizona Auditor General. This action item is for the District Governing Board to accept the reports as issued with opinions from the Arizona Office of the Auditor General. Representatives from the Arizona Office of the Auditor General are attending the meeting to discuss the audits and answer any questions.

The Arizona Office of the Auditor General is required to perform audits of local governments. The Auditor General also has the option to contract with independent CPA firms for audit services. The College is in the ninth consecutive year for the Auditor General to perform the College audits. Three reports are issued as part of the annual financial audit cycle; however, the Expenditure Limitation Report is still in pending status.

The Annual Comprehensive Financial Report (ACFR) is presented with an unmodified opinion that the financial statements present fairly, in all material respects, the respective financial position of the business-type activities and discretely presented component unit (CCC Foundation) of the College.

Also, for Fiscal Year 2023, A Single Audit is required under Title 2 U.S. Code of Federal Regulations Part 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance) to any organization that receives federal funding in excess of \$750,000. This audit includes additional testing of controls and compliance in the College's federal programs. This report was also unmodified, and no significant deficiencies were reported.

The Board did not have any questions.

Dr. Van Ess recommends that the District Governing Board accepts the Annual Comprehensive Financial Report and Single Audit for Fiscal Year 2023.

Dr. Nat White motioned to approve the Fiscal Year 2023 Annual Comprehensive Financial and Single Audit, and Ms. Patricia Garcia seconded the motion. The motion was unanimously approved (Mr. Eikenberry, Ms. Garcia, Mr. Hurley, Mr. Smith, and Dr. White voting in favor)

Dr. Van Ess recognized the Business Office for their work on the financial statements.

B. IGAs – Mr. Tony Williams

Mr. Tony Williams presented a template for Inter Governmental Agreements (IGAs) that can be used for each high school with which the College does Dual Enrollment. Each year, the College and school districts in Coconino County continue long-standing partnerships to offer Dual Enrollment (DE)

programs for high school students under IGAs. The DE IGA template has been by College Legal Counsel is attached for reference with yellow highlights specifying the information to be inserted for each district. Community colleges use this format throughout the State of Arizona.

Changes from previous DE IGA variations include:

- A CCC Tuition Fee Waiver for all enrolled Arts and Sciences (A&S) students. The Arizona Department of Education (ADE) will reimburse the College for the tuition cost for eligible A&S students who meet ADE's criteria at the rate of \$15 per credit hour.
- The College shall provide and pay a stipend of \$750 to all DE instructors meeting annual contract requirements.
- The new term of the IGA will be up to three years, beginning July 1, 2024.

The school districts planning participation in the DE program for FY24-27 are as follows:

- Flagstaff Unified School District No. 1
- Ganado Unified School District No. 20
- Grand Canyon Unified School District No. 4
- Greyhills Academy High School
- Page Unified School District No. 8
- Tuba City Unified School District No. 15
- Williams Unified School District No. 2

In addition, the College will be executing Dual Enrollment Agreements for the Charter schools Northland Preparatory Academy and Flagstaff Arts and Leadership Academy.

Mr. Tony Williams recommends that the District Governing Board adopt a motion authorizing the College President to approve and sign the Dual Enrollment IGAs for each district.

Mr. Eric Eikenberry motioned to authorize the College President to approve and sign Dual Enrollment IGAs for each district, and Mr. Patrick Hurley seconded the motion. The motion was unanimously approved (Mr. Eikenberry, Ms. Garcia, Mr. Hurley, Mr. Smith, and Dr. White voting in favor).

C. President's Evaluation Procedure – Dr. Eric Heiser

This item is tabled to the May 15, 2024 Board Meeting.

D. New or Retiring Program Proposals – Dr. Eric Heiser

Dr. Eric Heiser reviewed the program additions and deletions as described below. See the April 17, 2024, documents file for additional information.

This agenda item aims to discuss and seek approval for adding certificates in Electrical Technology and Automated Industrial Technology, adding an AAS in Business, deleting certificates in Non-Destructive Testing and Amazon Web Services, and deleting the AAS in Cybersecurity.

Addition of Certificate in Electrical Technology: We recommend the addition of a Certificate in Electrical Technology. The proposed certificate provides students with the knowledge and skills in residential and commercial construction for an entry level position in the electrical trades. The program provides instruction in installation, maintenance, and repair of electrical wiring, equipment, and fixtures in accordance with relevant codes. The program will emphasize construction safety (OSHA 30), construction mathematics, hand and power tool maintenance and safety, basic electrical theory, and electrical distribution systems. The certificate requires 28 credit hours of coursework, as recommended by industry partners.

Addition of Certificate in Automated Industrial Technology: We recommend the addition of a Certificate in Automated Industrial Technology. The proposed certificate Program Description: The Automated Industrial Technology Level 1 Certificate of Completion prepares students to maintain, troubleshoot, and repair a variety of automated electro-mechanical, product assembly, and product distribution systems used in manufacturing systems management. These systems include mechanical, hydraulic, pneumatic, electrical, and electronic devices. Graduates will learn to define, install, and maintain complex production systems through this certificate. The certificate requires 16 credit hours, as recommended by industry partners.

Addition of AAS in Business: The AAS in Business had two specializations: Accounting and Business. The proposal is to delete the specializations/tracks, add a stand-alone AAS in Business, and modify the AAS in Accounting. Both AAS degrees will continue to provide quality education for students entering the business profession at an entry level.

Deletion of Certificate in Non-Destructive Testing (NDT): It is recommended to delete the Non-Destructive Testing (NDT) certificate. The NDT courses and certificates were created as a partnership with Warrior 2 Inspector, a company that offered its curriculum in non-destructive testing. Unfortunately, the partnership could not meet HLC or Department of Education requirements since the college could not control the curriculum, hire instructors, or teach the courses at any of our HLC-approved sites.

Deletion of Certificate in Amazon Web Services: We recommend deleting the Amazon Web Services (AWS) Certificate. The certificate was designed as a comprehensive preparation for key AWS professional certifications to support careers in Cloud Computing. The certificate requires a minimum of three semesters to complete, yet it is insufficient to prepare adequately for AWS certifications. The Amazon Web Services Certificate has minimal enrollment, and we have continued to cancel classes associated with the certificate. Based upon industry consultation, we plan to provide a foundation/exposure to AWS topics in students' desired field(s) of interest (e.g., solutions architect, developer, data engineer). Existing AWS courses will be offered as electives within the AAS Computer Technology and will be continued for the few students currently declared in the AWS Certificate program.

Deletion of AAS Degree in Cybersecurity: We recommend deleting the AAS in Cybersecurity due to the need for significant updates to keep pace with changing technology, industry needs, and the required CIS faculty. Factors in this recommendation include low enrollment, the lack of success in hiring an instructor to develop the curriculum and a cyber range/lab, and the existing cybersecurity curriculum in the AAS in Computer Technology program. Cybersecurity courses will continue to be offered as electives, and those declared in the degree will be able to complete their requirements.

The Board discussed:

- Disappointment that the College cannot offer nondestructive testing certificates
- Program requirements and electives
- How new programs are chosen
- Why the College is taking a step back to make sure it has the necessary tools and resources needed to run the programs

Mr. Patrick Hurley motioned to approve New and Retiring Programs, and Dr. Nat White seconded the motion. The motion was unanimously approved (Mr. Eikenberry, Ms. Garcia, Mr. Hurley, Mr. Smith, and Dr. White voting in favor).

E. MOU/IGA with United Way of Northern Arizona – Dr. Eric Heiser

Dr. Eric Heiser spoke to the Board about KinderCamp, which are children who have not been afforded the opportunity of Pre-Kindergarten. This MOU will codify an agreement between CCC and UWNA to allow for any KinderCamp graduate to attend CCC tuition free, using the Comet Promise Program. CCC will be a sponsor for KinderCamp in 2024 and beyond. Many of the students participating in the KinderCamp program come from underserved communities. As with the Comet Promise Program, CCC will not be liable to honor this agreement if the college does not have the funds to support the program. See the April 17, 2024, documents file for additional information.

Dr. Heiser recommends that the Board approve the MOU and allow him to sign the MOU on behalf of the college.

The Board discussed:

- The excitement of the community about KinderCamp
- The program will expand next year to other areas of the county; currently, it will be offered in Flagstaff and Williams
- If a child graduates from KinderCamp and the family moves, the child will maintain their ability to attend College through the Comet Promise
-

Ms. Patricia Garcia motioned to approve the President's signing of the United Way MOU on behalf of the College, and Mr. Patrick Hurley seconded the motion. The motion was unanimously approved (Mr. Eikenberry, Ms. Garcia, Mr. Hurley, Mr. Smith, and Dr. White voting in favor).

INFORMATION AND REPORTS

Board Reports

AACCT—Dr. Nat White will meet with AACCT tomorrow, followed by the All Trustee Meeting on April 24, 2024. Dr. David Borofsky let the Board know that more than two-thirds of the Trustees will be in attendance. Trustees are invited to attend the Workforce Scholarship Program press conference with the Governor's Office. Ms. Patricia Garcia will attend the NALEO Policy Institute at the same time as AACCT.

ACCT – Ms. Patricia Garcia indicated that there is not much to report at this time.

Alliance – Mr. Hurley did not have anything to report.

Foundation Board—Mr. Eric Eikenberry is unable to attend Palette to Palate for personal reasons. Ms. Dianna Sanchez anticipates the event will sell out, and ten restaurants will be in attendance. Additionally, the Page Golf Tournament was held on April 6, 2024, and despite the terrible weather, the event was a good time.

PRESIDENTS REPORT – Dr. Eric Heiser

Dr. Eric Heiser thanked Dr. David Borofsky for his work towards increasing the Workforce Scholarship Program with the Governor’s Office.

Arizona Legislature is back in session and working on the state budget.

Dr. Heiser invited the Board to attend the CCC Pow Wow that is taking place on the Lone Tree Campus on April 30, 2024.

Last week, teams throughout the College pitched their Wildly Important Goals (WIGs) to senior managers and the President. The WIGs kick off in the fall.

EXECUTIVE SESSION At 6:53 pm, Mr. Patrick Hurley made a motion to enter into Executive Session. Pursuant to A.R.S. § 38-431.03(A)(7), the District Governing Board may vote to enter into Executive Session for discussion of real estate. Ms. Patricia Garcia seconded the motion, which was unanimously approved (Mr. Eikenberry, Ms. Garcia, Mr. Hurley, Mr. Smith, and Dr. White voting in favor).

RECONVENED IN OPEN SESSION at 7:38 pm.

Ms. Patricia Garcia motioned to reconvene in open session at 7:38 p.m. Dr. Nat White seconded the motion, which was unanimously approved (Mr. Eikenberry, Ms. Garcia, Mr. Hurley, Mr. Smith, and Dr. White voting in favor).

There being no further business, Chair Smith adjourned the meeting at 7:38 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