

**COCONINO COMMUNITY COLLEGE
DISTRICT GOVERNING BOARD**

REGULAR MEETING

MAY 15, 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 5:46 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, Ms. Janel States, Mr. Dave Asencio, Mr. Kurt Stull, Dr. Mark Maciha, Mr. Ryan Bouwhuis, Mr. Van Walker, Mr. Keith Becker, Mr. Ryan Norton, Dr. Mark Maciha, Mr. Doug Friedman, Ms. Sonni Marbury, Ms. Randi Axler, Ms. Alycia Russo, Ms. Julie Baumgartner, Ms. Colleen Carscallen, Ms. Kay Leum, Ms. Jennifer Jameson, Mr. Lawrence Rodriguez, Mr. Nolan Begaye, Mr. Renn Jenney, and Mr. Nathan Schott.

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

ADOPTION OF CONSENT AGENDA

- A. Minutes of a Work Session – April 17, 2024
- B. Minutes of a Regular Meeting – April 17, 2024
- C. Minutes of a Special Meeting – April 30, 2024

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

FOLLOW UP ITEMS

There were no follow-up items.

INTRODUCTION OF GUESTS

Ms. Janel States indicated that there are no guests in attendance.

CALL TO THE PUBLIC

Mr. Keith Becker spoke to the Board about the CampusWorks agenda item for the April 30, 2024, Special Board Meeting. He explained that data is the responsibility of Institutional Research and invited the Board to meet with him individually to see what services IT provides.

CCC EXCELLENCE PROMOTIONS AND DEGREES – Dr. Adriana Flores-Church

Dr. Adriana Flores-Church celebrated the attainment of degrees and dedication towards work and their studies for the following staff:

- A. Alycia Russo, ITS Systems Analyst I – BA Software Engineering from ASU
- B. Renn Jenney, Maintenance Technician II – AA of Applied Science in Environmental Technology and Alternative Energy Technician from CCC
- C. Wyatt Johnson, Security Guard II – AA of Arts from CCC
- D. Jessica Dodson, Retention Advisor – MA Educational Leadership from NAU

ACTION ITEMS

A. Purchase of Nursing Education Offerings from Wolters Kluwer – Dr. Mark Maciha

Dr. Mark Maciha presented information to the Board regarding the software the nursing staff would like to use in lieu of purchasing textbooks. As supported by faculty, the CCC Nursing Program desires to move to Wolters Kluwer as the exclusive platform for educational offerings.

As the nursing program grows, the faculty is interested in upgrading and providing the best and most streamlined curriculum platform for the students. The nursing faculty reviewed the current platforms and felt they were cumbersome in their use and language for faculty and students. Moving to one platform will provide consistent information and language and prepare them for the new Next Generation NCLEX-RN licensing exam. This platform is completely electronic and will integrate seamlessly into Canvas LMS. The publisher will update it regularly with the most up-to-date, evidence-based information for nursing students.

- Currently, nursing students pay for their learning platforms through differential tuition and out-of-pocket
- Funding for AY24-25 will be provided by the Arizona Department of Health Services (DHS) Nurse Expansion Grant
- Funding for AY25-26 and AY26-27 will result in a \$35/credit hour increase in differential tuition to pay for the curriculum platform, a savings from the traditional way of purchasing curriculum materials. The new platform's price will be locked in for three years

Dr. Maciha recommends that the District Governing Board adopt a motion to approve the execution of the Master Subscription Agreement and associated Order Form Wolters Kluwer for the purchase of Nursing educational offerings for a total cost of \$115,960 (40 Students @ \$2,899 per student).

Dr. Eric Heiser reminded the Board that starting FY25 (July 1, 2024), the program's funds will be covered by a grant. This will affect the students with a minimal increase in FY26.

The Board discussed:

- The total cost of the program is for a three-year contract
- The possibility of grant funds covering the cost in subsequent years from the state is fairly small
- Ms. Patricia Garcia does not want the College to increase prices in such a way that would make certain students unable to attend
- The benefits of the program, including a perpetual textbook with current information

Ms. Patricia Garcia motioned to approve the Purchase of Nursing Education Offerings from Wolters Kluwer, and Mr. Eric Eikenberry seconded the motion. The motion was unanimously approved (Mr. Eikenberry, Ms. Garcia, Mr. Hurley, Chair Smith, and Dr. White voting in favor)

B. Approval of Differential Tuition for New Program and Certificate – Dr. Mark Maciha

Dr. Mark Maciha presented to the Board that in the interest of developing and maintaining high-quality student experiences and providing expendable supplies and materials for individual students that exceed the basic support provided through tuition, this agenda item aims to discuss and seek approval for differential tuition for new courses in Automated Industrial Technology (Manufacturing).

The new program in Automated Industrial Technology is offered to support the workforce of regional manufacturers, including Purina, Gore, Restoration Forest Products, and others. A differential tuition of \$30 per credit hour is suggested to account for expendable supplies and materials required to provide a quality and individualized educational experience. This differential tuition is comparable to that approved for Construction Technology Management courses.

The requested differential tuition will help to ensure that the supply of expendable materials programs is sustained without unnecessary subsidies from other funding sources.

Dr. Maciha recommends that the District Governing Board adopt a motion to approve the \$30 differential tuition per credit hour for Automated Industrial Technology courses.

The Board discussed:

- The Workforce Scholarship from the Governor is unlikely to be able to be used for differential tuition; this funding is available one-time
- Three credits equal \$90 and cover the cost of materials, which are skyrocketing in price
- Dr. Nat White expressed his reluctance to increase fees and would like the College to investigate some of the costs being covered by the College
- Ms. Patricia Garcia would like to ensure that the College is working with individuals to make sure cost isn't a barrier to attending courses
- Differential tuition fees will be studied over the next year to make sure they are accurate
- Scholarships and federal financial aid cover courses and fees
- Students who barely miss qualifying for Pell Grants
- The willingness of staff to identify and help students so they may take courses

Mr. Patrick Hurley motioned to approve a \$30 per credit hour Differential Tuition for New Program and Certificate, and Ms. Patricia Garcia seconded the motion. The motion was unanimously approved (Mr. Eikenberry, Ms. Garcia, Mr. Hurley, Chair Smith, and Dr. White voting in favor).

C. FY 2025 General Liability/Property Insurance Coverage – Dr. Jami Van Ess

Dr. Jami Van Ess explained that the College joined the Arizona Risk Retention Trust (“the Trust”) on July 1, 2003. The Trust is a pooled insurance carrier covering most of the state's school districts and nine community colleges.

The total premium decreased from \$209,355 to \$204,218 for FY25 (please see the attached Proposal Acceptance Form and two-year comparison for details). The premium includes the general liability insurance package, cybersecurity, property, administrative practices, and pre-paid legal. The net decrease results from increases in Auto, Administrative Practices, and Property offset by larger decreases from Pandemic and Pre-paid Legal.

Loyalty Credit Program: The Trust has a loyalty credit program where participants can earn rebates based on low claim utilization and participation in risk management activities. For FY24, the College has earned the maximum credit of 3% or approximately \$6,000 plus the return of the Pandemic premium, which will be deducted from the total premium.

Since the total package exceeds \$100,000, it requires District Governing Board approval per College procedure.

Dr. Van Ess recommends that the District Governing Board approve the coverages selected by the Arizona School Risk Retention Trust and authorize the President to sign the agreement.

Ms. Patricia Garcia motioned to approve FY 2025 General Liability/Property Insurance Coverage, and Dr. Nat White seconded the motion.

The Board discussed:

- Credits of \$13,500
- Deductibles increasing on four lines of coverage for FY25
- Changing deductibles doesn’t change the coverage costs

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

D. Instructure (Canvas) Learning Management System (LMS) Contract Renewal – Dr. Jami Van Ess

Dr. Jami Van Ess explained that the current contract for Canvas (Instructure), CCC’s LMS, is due to expire on June 30, 2024. This will conclude a three-year term approved by the District Governing Board at the March 2021 meeting as an extension from the original contract, which started in 2012. The selection of Canvas’ LMS was in accordance with ARS 41-2534 “Competitive Sealed Proposals”.

The LMS is critical to instruction and student success and has performed very well. There is no current discussion about replacing the existing system. The opportunity to extend again for a three-year term may be accomplished via the OMNIA Cooperative Contract R201402.

It is recommended that the District Governing Board adopt a motion to approve President Heiser to sign the Services Order Form for the extension of the subscription for a three-year term, effective July 1, 2024, through June 30, 2027, at a total cost of \$278,091.68.

Mr. Eric Eikenberry motioned to approve the Instructure (Canvas) Learning Management System (LMS) Contract Renewal and approve President Heiser to sign the Services Order Form for the extension of the subscription for a three-year term, effective July 1, 2024, through June 30, 2027, at a total cost of \$278,091.68, and Dr. Nat White seconded the motion. The motion was unanimously approved (Mr. Eikenberry, Ms. Garcia, Mr. Hurley, Chair Smith, and Dr. White voting in favor).

E. Workforce Scholarship IGA– Dr. Eric Heiser

Dr. Eric Heiser explained that the formality of the Governor's Workforce Scholarship IGA needs board approval. Dr. Heiser thanked Dr. David Borofsky for helping raise \$250,000 to \$300,000. These are one-time funds, and the College has a list of programs that qualify for them. These funds will benefit students in the Summer and Fall semesters and must be used by September 30, 2024.

The Board discussed:

- The 2.0 GPA requirement must follow the current practices of the College, but there is a possibility on a case-by-case basis to waive this requirement through the Governor's Office

Mr. Patrick Hurley motioned to approve the President's signing of the Governors Workforce Scholarship IGA and acceptance of the grant, and Ms. Patricia Garcia seconded the motion. The motion was unanimously approved (Mr. Eikenberry, Ms. Garcia, Mr. Hurley, Chair Smith, and Dr. White voting in favor).

INFORMATION AND REPORTS

Board Reports

AACCT—Dr. Nat White spoke about the All Trustee Meeting held in April. At least two Trustees represented each district. There were presentations on artificial intelligence (AI) and how Glendale Community College has developed a course in AI. The presenters suggested AI committees and policies and the use of technology to define and solve problems. The Governor attended via video. Community College Baccalaureates were discussed and are good for filling gaps, but not necessarily for all community colleges.

ACCT – Ms. Patricia Garcia inquired about the College's submission to ACCT for the Fall Annual Congress, which will be submitted shortly

Alliance – Mr. Hurley did not attend the meeting and deferred to Dr. Eric Heiser. Discussions about budgets, the election department report on the upcoming elections, NAU and CCC Commencements, and general discussion of pairing the Alliance Workforce Housing group with the ECoNA group to work together.

Foundation Board—Mr. Eric Eikenberry deferred to Ms. Dianna Sanchez, who spoke about a complete sellout of Palette to Palate and that \$40,000 was raised. Ms. Sanchez also talked about the generous gift from NARBHA for summer camps, for which 150 middle schoolers will be coming to campus for themed STEAM camps. Due to the gift received, the summer camps are free to the students.

PRESIDENTS REPORT – Dr. Eric Heiser

Dr. Eric Heiser spoke about the panel he is part of for the Anti Hunger Summit, which will be held next week in conjunction with Flagstaff Family Food Services and St. Mary’s Food Bank. Additionally, the College will be taking twelve employees who are part of the core team to the Achieving the Dream Kick-Off in New Orleans. The new Provost will be announced tomorrow.

EXECUTIVE SESSION At 6:43 pm, Dr. Nat White 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. Mr. Patrick Hurley seconded the motion, which was unanimously approved (Mr. Eikenberry, Ms. Garcia, Mr. Hurley, Chair Smith, and Dr. White voting in favor).

RECONVENED IN OPEN SESSION at 7:55 pm.

At 7:55 pm, Dr. Nat White motioned to reconvene in open session, and Mr. Eric Eikenberry seconded the motion, which was unanimously approved (Mr. Eikenberry, Ms. Garcia, Mr. Hurley, Chair Smith, and Dr. White voting in favor).

There being no further business, Chair Smith adjourned the meeting at 7:55 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