

**COCONINO COMMUNITY COLLEGE
DISTRICT GOVERNING BOARD**

REGULAR MEETING

AUGUST 28, 2024



**COCONINO COMMUNITY COLLEGE
MINUTES OF A REGULAR MEETING
OF THE
DISTRICT GOVERNING BOARD
AUGUST 28, 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 5:48 pm.

PRESENT: Joseph R. Smith
Patricia Garcia
Patrick Hurley
Nat White
Eric Eikenberry (via Zoom)

Also Present: Dr. Eric Heiser, Ms. Kirsten Mead, Dr. Adriana Flores-Church, Ms. Dianna Sanchez, Dr. Jami Van Ess, Ms. Janel States, Dr. Sandra Hinski, Mr. Tony Williams, Ms. Alyssa Sergent, Mr. Brian Wilson, Mr. Craig Hunt, Mr. David Asencio, Mr. Doug Friedman, Ms. Kay Leum, Mr. Kurt Stull, Dr. Mark Maciha, Mr. Nolan Begaye, Ms. Randi Axler, Mr. Ryan Bouwhuis, Mr. Ryan Norton, Ms. Sonni Marbury, Mr. Van Walker, Dr. David Borofsky, and Mr. Nathan Schott.

The August 28, 2024, documents file contains reports, summaries, background material, and other documents referred to in these minutes.

ADOPTION OF AGENDA

Ms. Patricia Garcia moved to approve the agenda, and Mr. Patrick Hurley 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 – May 15, 2024
- B. Minutes of a Special TNT Budget Meeting – May 15, 2024
- C. Minutes of a Budget Public Hearing – May 15, 2024
- D. Minutes of a Special Budget Meeting – May 15, 2024
- E. Minutes of a Regular Meeting – May 15, 2024
- F. Minutes of a Retreat – June 6, 2024
- G. Minutes of a Special Meeting – June 6, 2024
- H. Minutes of a Retreat – June 7, 2024
- I. Minutes of a Special Meeting – June 26, 2024

Dr. Nat White moved to approve the Consent Agenda, and Mr. Patrick Hurley 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 introduced Dr. David Borofsky, Executive Director of the Arizona Association of Community College Trustees (AACCT).

CALL TO THE PUBLIC

Mr. Craig Hunt, Athletic Director at the College, invited the Board to attend the George Kyte Invitational at Buffalo Park on August 31, 2024. This is the only local meet for the cross country team.

CCC EXCELLENCE – Dr. Eric Heiser

Dr. Eric Heiser introduced Ms. Samantha Hipolito as the inaugural recipient of the Above & Beyond Award. This award is presented to one outstanding employee at Convocation and the Spring In-Service, recognizing individuals who have made exceptional contributions to the College. Ms. Hipolito was honored for her significant contributions to the PR and Marketing Department, her tireless energy, and her authorship of *Coco and the Teal Ticket*, a book created for KinderCamp campers. The Board thanked Ms. Hipolito for her dedication and exemplary service.

ACTION ITEMS

A. Janitorial Services – Dr. Jami Van Ess

Pinnacle Janitorial has provided custodial services to all CCC locations since 2019. In an attempt to participate and explore other possible options, CCC collaborated with the City of Flagstaff's RFP evaluation process to award a new contract. The City awarded Pinnacle as the primary awardee. With CCC serving as a member of the Flagstaff Alliance for the Second Century, the contract is available to continue having Pinnacle serve outsourcing custodial services. See the August 28, 2024 documents file for further information.

Dr. Van Ess recommended that the District Governing Board adopt a motion to approve entering into a five (5) year agreement with Pinnacle and to authorize the president to sign the Professional Services Agreement.

Dr. Nat White moved to approve the Janitorial Services Action Item, 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).

B. Approval of the Contract and Scope of Work for ATD – Dr. Eric Heiser

The District Governing Board signed a letter of support for the college to apply for membership with Achieving the Dream in November 2023. The application was accepted, and CCC became a member of ATD in June 2024, along with 11 other colleges. CCC sent 11 team members to New Orleans in June as part of the onboarding process. Because the original letter of support did not include a specific dollar amount, staff are asking the board for formal approval of the contract and scope of work.

Dr. Heiser recommended that the DGB authorize the President to sign the contract and scope of work with Achieving the Dream. The contract duration is three years at a cost of \$40,000 per year, for a total of \$120,000. Due to a gift from the MacKenzie Scott Foundation, the cost represents a 50% discount on the normal fee.

Dr. Nat White moved to authorize the President to sign the contract and scope of work with Achieving the Dream, 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. Audio Visual Renovation of the Commons – Dr. Eric Heiser

As part of the discussion at the District Governing Board Retreat, the commons area needs an upgrade in our audio/video system. The main benefit of the upgrade will be to the college. However, by upgrading the old system, we will be able to offer live streaming services, which many of our rental contracts require. As the college adjusts to a market rate rental structure, the college needs to be able to provide a level of service that includes live streaming and enhanced ADA accessibility. Staff asked multiple companies to bid on this project; the most qualified and lowest bid came from Clearwing.

The Board discussed:

- New audio visual equipment will allow the College to become ADA compliant
- Live streaming will become available
- The quality of the current equipment
- Funds were allocated in FY24 and rolled into FY25; no additional funds are needed

Dr. Heiser recommended that the DGB authorize the President to sign the contract with Clearwing Systems Integration with a total cost of \$340,441.00

Dr. Nat White moved to authorize the President to sign the contract with Clearwing Systems Integration, 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).

D. DGB Priorities/Goals and President/Administration Goals

The Board developed the District Governing Board Priorities and President/Administration Goals at the June 2024 Board Retreat, and the President's Cabinet reviewed them at their August 2024 meeting.

Dr. Heiser recommended that the Board approve the District Governing Board Priorities and President/Administration Goals.

Mr. Patrick Hurley moved to approve the District Governing Board Priorities and President/Administration Goals, 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

- A. AACCT**— Dr. Nat White attended the AACCT (Arizona Association of Community College Trustees) and AC4 (Arizona Community College Coordinating Council) retreat organized by David Borofsky. The retreat highlighted financial challenges and the potential for policy changes due to

a possible 50/50 legislative split after the election. Colleges were encouraged to strengthen relationships with legislators by inviting them to campus for tours.

AACCT set priorities, including addressing expenditure limits, advocating for a better funding formula tied to Full-Time Equivalent (FTE) students, and improving credit transferability to four-year institutions. They also emphasized the need for strong communication with the Governor and legislators on the role of community colleges in economic growth, defining success metrics, and securing funding for healthcare education. Enhanced collaboration with schools and community organizations was also stressed.

Dr. Heiser informed the Board that legislator visits are planned post-election, focusing on statutory requests. Dr. Borofsky thanked Dr. Heiser for his support and noted that the AACCT's letter requesting \$25 million in funding is under review. A private meeting with the Governor is being arranged for November.

ACCT—Ms. Patricia Garcia spoke about the College's upcoming presentation at the Association of Community College Trustees (ACCT) Annual Congress in October 2024. The presentation will focus on the Path2Purpose program, led by Dianna Sanchez and Alexis Knapp-Polley and sponsored by Trustee Patrick Hurley. Ms. Garcia will need input from Trustees for an update she will provide at the October ACCT meeting.

In preparation for the ACCT National Legislative Summit in February 2025, a federal update webinar is scheduled for September to review recent regulatory and congressional activity.

Alliance – Dr. Jami Van Ess provided an update on behalf of Mr. Patrick Hurley, noting that the Workforce Housing Alliance group is expanding. She reported that the voter initiative for Coconino County is aligned with the College's efforts. Additionally, agencies provided budget updates, including plans for compensation increases and construction projects. Northern Arizona University (NAU) will host the Alliance meetings for the next year.

Foundation Board— Ms. Dianna Sanchez spoke on behalf of Mr. Eric Eikenberry, noting that the Foundation Retreat included a brainstorming session on future activities and new revenue streams, beginning with a donor panel focused on donor stewardship. Key discussions included generating ideas for an emergency fund to address non-tuition-related barriers and securing a \$22K matching grant from the HS Lopez Foundation. Additionally, there was a proposal to reimagine the Students First Breakfast as a different type of fundraiser.

B. Other Reports

There were not any other reports.

C. Business and Administrative Services Preliminary FY24 Budget vs. Actual – Dr. Jami Van Ess

Dr. Jami Van Ess presented the FY24 Budget vs. Actual report, pointing out that the budget is \$1.4M to the good and \$2.4M to the good in the general fund, noting that the Property Tax Oversight Commission (PTOC) escrow funds are not included in the amount. Dr. Heiser thanked Dr. Van Ess for her diligence in the health of last year's budget, which is very good. See the August 28, 2024 documents file for additional information.

D. PRESIDENTS REPORT – Dr. Eric Heiser

Dr. Heiser introduced the new Provost, Dr. Sandra Hinski, who started on July 1, 2024. Her years of experience in the Maricopa system are valuable for the College.

Dr. Heiser shared with the Board that fall enrollment is trending down year over year and will share the actual numbers when they are firmed up.

EXECUTIVE SESSION

At 6:49 pm, a motion was made by Mr. Patrick Hurley to enter into Executive Session pursuant to A.R.S. § 38-431.03(A)(7), the District Governing Board may vote to enter Executive Session for *Discussion and possible action regarding ongoing real estate matter involving Page Housing Project, existing and proposed lease agreements, purchase of real property, and/or emergency access easements at Lone Tree campus. (*Possible executive session per ARS 38-431.03(A)(7) (discussion of real estate matters)). Ms. Patricia Garcia seconded the motion and unanimously approved (Mr. Eikenberry, Ms. Garcia, Mr. Hurley, Mr. Smith, and Dr. White voting in favor).

RECONVENED IN OPEN SESSION at 7:06 pm

Dr. Nat White motioned to reconvene in open session, 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). The meeting resumed in open session at 7:06 pm.

Dr. Nat White made a motion to approve granting President Eric Heiser the authority to negotiate the purchase of real estate on Fourth Street in Flagstaff, Arizona. The motion included giving President Eric Heiser the authority to negotiate up to an agreed-upon amount in the Executive Session. 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).

There being no further business, Chair Smith adjourned the meeting at 7:07 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