

**COCONINO COMMUNITY COLLEGE
DISTRICT GOVERNING BOARD**

REGULAR MEETING

JANUARY 17, 2024



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

A Regular Meeting of the Coconino Community College District Governing Board held in person at Coconino Community College, 2800 S. Lone Tree Rd, Flagstaff, AZ 86005, in the Board Room. Board Chair Dr. Nat White called the meeting to order at 5:21 pm.

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

ABSENT: None

Also Present: Dr. Eric Heiser, Ms. Kirsten Mead, Dr. Adriana Flores-Church, Dr. Jami Van Ess, Ms. Janel States, Mr. Tony Williams, Mr. David Asencio, Ms. Dianna Sanchez, Ms. Jennifer Jameson, Ms. Julie Baumgartner, Ms. Kay Leum, Mr. Keith Becker, Mr. Ryan Bouwhuis, Mr. Kurt Stull, Dr. Mark Maciha, Mr. Nolan Begaye, Ms. Sonni Marbury, Dr. David Borofsky, and Mr. Nathan Schott.

Reports, summaries, background material, and other documents referred to in these minutes can be found in the January 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, Ms. Garcia, Mr. Hurley, Mr. Smith, and Dr. White voting in favor).

ADOPTION OF CONSENT AGENDA

- A. Minutes of a Work Session – November 15, 2023
- B. Minutes of a Regular Meeting – November 15, 2023
- C. Separations/New Hires

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

Chair White noted that Mr. Larry Hendricks retired on December 31, 2023, and expressed his deep appreciation for Mr. Hendricks's ability to use the right words, time, and place to help pass the tax override. Dr. Heiser shared with the Board that there were several events that celebrated Mr. Hendricks.

INTRODUCTION OF GUESTS

Ms. Janel States introduced Dr. David Borofsky, the Interim Director of AACCT.

CALL TO THE PUBLIC

There was no response to the Call to the Public.

ELECTION OF BOARD CHAIR, VICE CHAIR/SECRETARY, AND COMMITTEE REPRESENTATIVES –

Dr. Nat White

Board Chair – Ms. Patricia Garcia nominated Mr. Joseph Smith for Board Chair for the 2024 term. Mr. Smith accepted the nomination.

Vice Chair/Secretary – Ms. Patricia Garcia nominated Mr. Patrick Hurley for Board Vice Chair and Secretary for the 2024 term. Mr. Hurley accepted the nomination.

Mr. Eric Eikenberry seconded Ms. Garcia's nominations for Mr. Smith as Board Chair and Mr. Patrick Hurley as Vice Chair/Secretary. The Board voted and the motion passed unanimously (Mr. Eikenberry, Ms. Garcia, Mr. Hurley, Mr. Smith, and Dr. White voting in favor).

Arizona Association of Community College Trustees (AACCT) Representative – Mr. Patrick Hurley nominated Dr. Nat White to become the Board Representative. Dr. David Borofsky spoke about the upcoming meetings: one next week via Zoom, an All Trustee meeting in April, an August Retreat, and a total of six meetings (four via Zoom and two in person). Mr. Joseph Smith seconded the nomination. The vote was unanimous (Mr. Eikenberry, Ms. Garcia, Mr. Hurley, Mr. Smith, and Dr. White voting in favor).

The Alliance Representative – Dr. White nominated Mr. Patrick Hurley to continue as the Alliance Representative, and Mr. Smith seconded the nomination. The vote was unanimous (Mr. Eikenberry, Ms. Garcia, Mr. Hurley, Mr. Smith, and Dr. White voting in favor).

Foundation Board Representative – Mr. Patrick Hurley nominated Mr. Eric Eikenberry, who indicated his willingness to continue serving on the Foundation Board. Ms. Garcia seconded the nomination. The vote was unanimous (Mr. Eikenberry, Ms. Garcia, Mr. Hurley, Mr. Smith, and Dr. White voting in favor).

It is noted that Ms. Patricia Garcia was appointed to ACCT, and the Board supports her being their representative to ACCT. Her term expires in 2025, and at that time, the Board will need to write a letter to ACCT if they would like her to continue in the role.

Mr. Smith thanked the Board for the opportunity to become Board Chair and appreciated the mentorship he has received from each Board member.

ACTION ITEMS

A. Interim Director of Financial Aid – Mr. Tony Williams

Mr. Tony Williams presented the request for an Interim Director of Financial Aid. For additional information, see the January 17, 2024, documents file.

Despite an extensive national search conducted throughout the fall semester, we have encountered challenges in filling the vacant Director of Financial Aid and Veteran Service position since July 2024. The pressing nature of this situation is heightened by the recent modifications to Federal Financial

Aid regulations introduced by the Simplification Act and the FUTURES Act, effective as of January 2024.

The evolving landscape of federal financial aid necessitates a robust and proactive response from our institution. The changes in how students apply for aid and how colleges administer it underscore the importance of having a qualified and experienced professional leading our Financial Aid department. Currently, the position remains vacant, posing a significant risk to our compliance with Title IV Funds.

Of particular concern is the fact that our two most senior staff within the department, each with over 30 years of service, could retire at any time. Their institutional knowledge is invaluable, and their departure would further exacerbate the challenges we face in maintaining compliance and adapting to the evolving federal guidelines.

To address this pressing issue, it is imperative that we take immediate action. We propose engaging College Aid Services to provide us with an experienced interim administrator. This interim Director will not only ensure continuity in the day-to-day operations of the Financial Aid department but also offer us a valuable opportunity to conduct an independent review of our current business practices.

It is recommended that the District Governing Board adopt a motion to approve funding the proposal for up to \$89,300 plus a \$2500 per week travel stipend to College Aid Services for filling the Director of Financial Aid position for a (6) six-month agreement while continuing recruitment for a permanent designation and authorize Dr. Heiser.

This opportunity is allowable under CCC's Purchasing and Auxiliary Services Procedure 202-09 'Sole Source and Emergency Procurement,' which allows for bypassing the solicitation process due to possible 'savings realized by normal procurement practices would be offset by a corresponding or greater loss to the department as a result of the delay, pursuant to A.R.S. § 41-2537.' CCC Purchasing and Auxiliary Services will ensure the necessary documentation and due diligence is performed to support this initiative.

The Board discussed:

- The College will continue to search for a Director of Financial Aid and has the position posted
- Hiring of College Aid Services does not stall the search for a Director of Financial Aid
- Concern that should the need for the interim become longer than the contracted term, can this additional time be built into the current action item? Mr. Williams said working with College Aid Services creates a flexible dynamic that allows the College to request more and less time.
- The six-month term of the contract uses the amount of salary savings budgeted for this fiscal year
- Due diligence was done to find a reputable and competitive search firm, and it is known by both Dr. Eric Heiser and Mr. Williams through colleagues and personal interaction with them
- The College is using emergency procurement processes, which give the College the ability not to go to bid for this, as that will significantly slow the process down, and a Director of Financial Aid is needed immediately

- The interim will be a single, consistent leader for this position, not multiple people filling this position
- If this person needs additional backup and information to do their job, does College Aid Services provide that?
- The College will be given a selection of resumes to review for fit with our institution
- The person provided will be an employee of College Aid Services, and the College will be paying College Aid Services for their support
- Dr. Eric Heiser explained the vast number of colleagues that he has spoken with have indicated that the placements that College Aid Services recommends have 15-20 years of experience doing Financial Aid and have established networks to find information they may need
- Chair White inquired about the cost of living and housing in Flagstaff and how that will impact the search for a permanent position
- Are the permanent position requirements designed to be broad enough to include people who don't have the breadth of experience but have the right attributes for the College

Mr. Patrick Hurley motioned to approve the Interim Director of Financial Aid contract, 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).

INFORMATION AND REPORTS

President's Report – Dr. Eric Heiser

Dr. Eric Heiser updated the Board on the legislative process that began last week. A challenging session is likely to happen due to the deficit in the state. Governor Hobbs is very supportive of community colleges.

Wildly Important Goal (WIG) Coaches have been established, and the WIG process will start in Fall 2024. The overall WIG is to increase the retention rate by 10% in two years. Current enrollment is up 8% in total enrollment and 7% in unduplicated headcount that does not include dual enrollment. The Team Lead Retreat is in February.

EXECUTIVE SESSION At 6:09 pm a motion was made by Mr. Joseph Smith 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 of real estate. Mr. Patrick Hurley seconded the motion, and it was unanimously approved (Mr. Eikenberry, Ms. Garcia, Mr. Hurley, Mr. Smith, and Dr. White voting in favor).

RECONVENED IN OPEN SESSION at 6:51 pm.

Ms. Patricia Garcia motioned to reconvene in open session. Mr. Eric Eikenberry seconded the motion, and it was unanimously approved (Mr. Eikenberry, Ms. Garcia, Mr. Hurley, Mr. Smith, and Dr. White voting in favor). The meeting resumed in open session at 6:51 pm.

As a result of the discussion in Executive Session, the board adjourned from executive session and took the following action:

Chair White entertained a motion to direct the college’s legal counsel to serve a notice of default to Genterra Enterprises LLC on the CCC Page Housing Master Development Agreement and the Ground Lease agreement.

Mr. Patrick Hurley motioned to direct the College’s legal counsel to serve a notice of default to Genterra 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.)

ANNOUNCEMENTS

Next DGB Meeting: January 22, 2024 – Budget Retreat

Next DGB Regular Meeting: February 21, 2024

Next Regular Foundation Board Meeting: January 24, 2024

National Legislative Summit: February 4 – 7, 2024 (Washington, DC)

Start of Spring Term: January 16, 2024

End of Spring Term: May 10, 2024

Commencement: May 13, 2024

ADJOURNMENT:

There being no further business, Chair White adjourned the meeting at 6:55 pm.

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