

**COCONINO COMMUNITY COLLEGE  
DISTRICT GOVERNING BOARD**

**REGULAR MEETING**

**AUGUST 16, 2023**



**COCONINO COMMUNITY COLLEGE  
MINUTES OF A REGULAR MEETING  
OF THE  
DISTRICT GOVERNING BOARD  
AUGUST 16, 2023**

A Regular Meeting of the Coconino Community College District Governing Board was held in person in the Board Room on the Lone Tree Campus, 2800 S. Lone Tree Rd., Flagstaff, AZ 86005. Board Chair, Dr. Nat White, called the meeting to order at 5:08 pm.

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

Also Present: Dr. Eric Heiser, Ms. Randi Axler, Mr. Keith Becker, Dr. David Borofsky, Mr. Ryan Bouwhuis, Dr. Adriana Flores-Church, Ms. Julie Baumgartner, Ms. Colleen Carscallen, Mr. Doug Friedman, Mr. Larry Hendricks, Ms. Jennifer Jameson, Ms. Kay Leum, Dr. Mark Maciha, Ms. Kirsten Mead, Ms. Dianna Sanchez, Mr. Kurt Stull, Mr. Brian Wilson, Ms. Juanita Tarango, Dr. Kelly Trainor, Dr. Jami Van Ess, and Mr. Tony Williams.

Reports, summaries, background materials, and other documents referred to in these minutes can be found in the August 16, 2023 documents file.

**ADOPTION OF AGENDA**

Mr. Patrick Hurley moved to approve the agenda, and Mr. Joseph Smith 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 – May 17, 2023
- B. Minutes of a Regular Meeting – May 17, 2023
- C. Minutes of a Retreat – June 8, 2023
- D. Minutes of a Retreat – June 9, 2023
- E. Minutes of a Special Meeting – June 28, 2023
- F. Separations/New Hires

Mr. Patrick Hurley moved to adopt the consent agenda. Mr. Eric Eikenberry seconded the motion. The motion was unanimously approved (Mr. Eikenberry, Ms. Garcia, Mr. Hurley, Mr. Smith, and Dr. White voting in favor).

**INTRODUCTION OF GUESTS**

Ms. Larry Hendricks introduced Dr. David Borofsky, Arizona Association of Community College Trustees (AACCT) Director.

## **CALL TO THE PUBLIC**

There was no response to the Call to the Public.

## **CCC EXCELLENCE – Dr. Eric Heiser**

### **A. Private Gift**

Dr. Eric Heiser told the Board that the College has received the largest private gift in history. It is \$1M per year for four years, and the College will work with FUSD to make the project happen. Dr. Heiser thanked Ms. Dianna Sanchez for her diligent work cultivating this donor over the past several years. The gift speaks to the donor's faith in the College and FUSD.

### **B. Lowe's Grant**

Dr. Heiser thanks Mr. Ken Meyers for authoring a grant to Lowe's that resulted in \$750,000 for the Construction Management programs.

## **ACTION ITEMS**

### **A. CAVIAT IGA – Dr. Kelly Trainor**

Dr. Kelly Trainor presented the updated IGA and explained the changes to the Board.

CAVIAT is one of fourteen overlying Career & Technical Education Districts (CTEDs) covering the state of Arizona. Established by Arizona Revised Statute §15-391 et seq., the CTEDs receive legislative appropriation through the Arizona Department of Education to support career & technical education for K-12, and a growing number of adult students. CTEDs such as CAVIAT support CTE by directing funds to local school districts, where these districts can offer their own CTE programs, and by providing central programs not available through the local school districts.

This replacement IGA will continue the long-standing partnership with updated responsibilities being more evenly distributed amongst CCC and CAVIAT. This allows the elimination of an extra \$50 per student credit hour fee that CCC had assessed to CAVIAT, as well as a reduction of CCC's responsibilities, which included an immense amount of time and resources. The term of the IGA will be up to five years beginning July 1, 2023.

Mr. Eric Eikenberry questioned the requirement of a passing grade of 60%. Dr. Trainor explained that a passing grade for a class is a D or 60% for Federal Financial Aid. If the course is a pre-requisite or transfer credit, the minimum grade is a C or 70%.

CAVIAT no longer rents space from the College.

Mr. Eric Eikenberry motioned to accept the recommendation. 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).

### **B. Conflict of Interest Disclosure: Cindy Scott – Dr. Jami Van Ess**

Dr. Jami Van Ess presented the first conflict of interest disclosure to come before the Board in her time at the College.

Under CCC ***Procedure 430-02 Conflict of Interest***, the stated purpose of this Procedure is to 'remove or limit the possibility of conflict of interest that might bear upon a College employee's decision in his/her capacity.' CCC recognizes that under certain circumstances, contracting with a CCC employee serves in the best interests of CCC. For this to be allowable, the Procedure

further states, 'any employee who may have an interest in contracting with CCC is required to complete a Disclosure of Conflict Interest form that is maintained in a special file and open to the public. The employee shall refrain from participating in the decision in any manner'. Upon meeting these requirements, approval lies within the District Governing Board if competitive bidding isn't required.

Notice of this Conflict of Interest attributed to Cindy Scott's ownership of an Airbnb suite for use by Darion Roush, a full-time Nursing Instructor, for instances when teaching at the Page Center was presented to the Purchasing Department on June 21, 2023. Subsequently, The Purchasing Department verified that the Disclosure of Conflict of Interest form was completed by Cindy Scott and filed appropriately. The next steps were of due diligence performed by the Purchasing Department, which included verification of approval for the contract via Cindy's supervisor, Kay Leum, and ensuring fair and equitable pricing amongst possible competition. All other comps located in Page were at a higher cost (please reference as part of the attachment documents).

Dr. Van Ess would like the Board to approve the conflict of interest and in the future, the College will look at the threshold for conflict of interest being presented to the Board.

Mr. Joseph Smith moved to accept the recommendation to adopt the motion as read. Mr. Eric Eikenberry seconded the motion. The motion was unanimously approved (Mr. Eikenberry, Ms. Garcia, Mr. Hurley, Mr. Smith, and Dr. White voting in favor).

#### **C. Page Library IGA – Dr. Jami Van Ess**

Dr. Jami Van Ess presented the Page Library Renewal IGA.

With the previous IGA expiring after a five (5) year term on June 30, 2023, this replacement IGA has been created to memorialize the continued collaboration of CCC and the City of Page in providing library services to support the needs of CCC students. The primary scope outlines the obligations of both parties. CCC commits \$8,000 annually in assistance of the City's Reference Librarian salary for supporting and servicing CCC students. The term of the IGA will be up to five years beginning July 1, 2023, with either party having the opportunity to terminate upon sixty (60) days written notice.

Mr. Eric Eikenberry moved to accept the recommendation as presented. 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).

#### **D. Approval of FY24 Board Priorities and President/Administration Goals – Chair White**

Chair White appreciated working with Dr. Heiser on refining the FY24 Board Priorities and President's/Administration Goals.

Mr. Eric Eikenberry moved to accept the FY24 Board Priorities and President/Administration Goals. Mr. Patrick Hurley seconded the motion. The motion carries 4 – 1, with Ms. Patricia Garcia opposing (Mr. Eikenberry, Mr. Hurley, Mr. Smith, and Dr. White voting in favor).

## **INFORMATION AND REPORTS**

### **A. Board Reports**

AACCT – Mr. Joseph Smith noted that the upcoming AACCT Retreat is being held next week in Flagstaff, AZ. Dr. David Borofsky indicated that NAU President Cruz Rivera will speak at the event. The Retreat is open to AACCT members only.

ACCT – Ms. Patricia Garcia reminded the Board of the ACCT Annual Congress is in October 2023 in Las Vegas.

Dr. Eric Heiser will be presenting Promising Pathways: How Northern Arizona University and Coconino Community College Are Rethinking Transfer Pathways at ACCT in October with NAU President Cruz Rivera and Chair White.

The Alliance – Mr. Patrick Hurley stated that the August meeting discussed how hard the winter was on the agencies involved in The Alliance. There was also a discussion of increasing employee salaries for the cost of living in Flagstaff. NAIPTA will host the 2024 meetings.

Foundation Board – Mr. Eric Eikenberry could not make the Foundation meeting this summer.

### **B. Business and Administrative Services – Dr. Jami Van Ess**

Dr. Jami Van Ess presented the Budget Status Report Ending June 30, 2023, and advised the Board that transfers are still being made and these are not the final numbers. Please see the August 16, 2023 documents file for additional information. The Board did not have any questions.

Dr. Van Ess then presented the FY24 Budget, provided the Board with a copy of the Budget Book, and thanked Marketing for designing it.

Chair White indicated that the Budget Book is critical when interacting with the public. Mr. Eric Eikenberry praised the staff who created the Budget Book and congratulated them for making a readable and interesting document.

### **President's Report – Dr. Eric Heiser**

Dr. Eric Heiser honored the staff for the Volunteer Olympics at the Flagstaff Family Food Center. Every department at the College was allowed to participate. 28 employees participated in 71 events at the Flagstaff Family Food Center, totaling nearly 160 hours of volunteer time. Working in food distribution showed this community's incredible need for food insecurity.

Last week Dr. Heiser attended a meeting with Senator Kyrsten Sinema and was impressed with her knowledge of what is going on with northern Arizona and our College as a whole. Dr. Heiser asked for her support in the future with the College. The meeting was at NAIPTA and was a small setting.

Dr. Heiser has been working with the Foundation for his Investiture, which will be held Friday, September 29<sup>th</sup> at 2:00 pm for the public ceremony and the Gala at 6:00 pm. The purpose of the Gala is to connect with potential donors and has been supported by three private donors (APS, Coconino County, and Foothills Bank). The theme is Partnership.

### **EXECUTIVE SESSION**

At 6:20 pm, a motion was made by Mr. Joseph Smith and seconded by Mr. Patrick Hurley to enter into Executive Session pursuant to A.R.S. § 38-431.03(A)(7) for discussion of property. The motion was unanimously approved (Mr. Eikenberry, Ms. Garcia, Mr. Hurley, Mr. Smith, and Dr. White voting in favor

### **RECONVENED IN OPEN SESSION** at 6:46 pm.

Mr. Patrick Hurley motioned to reconvene in open session, and Mr. Eric Eikenberry 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 6:47 pm.

### **AGENDA ITEMS FOR FUTURE MEETINGS**

- There are no agenda items for future meetings.

### **ANNOUNCEMENTS**

The Joint Foundation and District Governing Board meeting will be held in Page on September 20, 2023

### **MEETING EVALUATION**

Chair Nat White indicated that he appreciates the help he gets from colleagues during the board meetings.

ADJOURNMENT: There being no further business, the meeting adjourned at 6:47 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