

**COCONINO COMMUNITY COLLEGE  
DISTRICT GOVERNING BOARD**

**REGULAR MEETING**

**MAY 17, 2023**



**COCONINO COMMUNITY COLLEGE  
MINUTES OF A REGULAR MEETING  
OF THE  
DISTRICT GOVERNING BOARD  
MAY 17, 2023**

A Regular Meeting of the Coconino Community College District Governing Board was held via interactive video conferencing (Zoom) and in person in the Board Room on the Lone Tree campus. Board Chair, Dr. Nat White, called the meeting to order at 5:08 pm.

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

Also Present: Dr. Eric Heiser, Dr. Jami Van Ess, Ms. Kirsten Mead, Mr. Brett Kitch, Dr. Mark Maciha, Ms. Julie Baumgartner, Mr. Keith Becker, Dr. David Borofsky, Mr. Tony Williams, Dr. Kelly Trainor, Mr. Larry Hendricks, Ms. Kay Leum, Ms. Dianna Sanchez, Mr. Kurt Stull, Dr. Adriana Flores-Church, Mr. Brian Wilson, Mr. Doug Friedman, Ms. Randi Axler, Ms. Juanita Tarango, Ms. Jennifer Jameson, Mr. Bob Voytek, Mr. Ryan Bouwhuis, Dr. Tama Kott, Mr. Nathan Schott, Mr. Alan McGuire, and Ms. Sonni Marbury (via Zoom).

Reports, summaries, background materials, and other documents referred to in these minutes can be found in the May 17, 2023 documents file.

**ADOPTION OF AGENDA**

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

**EXECUTIVE SESSION**

At 5:08 pm, a motion was made by Mr. Eric Eikenberry and seconded by Mr. Patrick Hurley to enter into Executive Session pursuant to A.R.S. § 38-431.03(A)(3) for discussion of legal counsel. The motion was unanimously approved (Mr. Eikenberry, Ms. Garcia, Mr. Hurley, Mr. Smith, and Dr. White voting in favor).

**RECONVENED IN OPEN SESSION** at 6:06 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 6:06 pm.

**ADOPTION OF CONSENT AGENDA**

- A. Minutes of a Work Session – April 12, 2023
- B. Minutes of a Regular Meeting – April 12, 2023
- C. Separations/New Hires

Mr. Patrick Hurley moved to adopt the consent agenda. Chair Nat White 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**

#### **A. Ms. Lola Martinez**

Mr. Tony Williams recognized Lola Martinez for her milestone in completing her Master of Science degree in Mental Health and Wellness at Grand Canyon University. She is an esteemed alumnus of the College and was recently honored at the Employee Awards Ceremony for five years of service.

#### **B. Mr. Joshua Hudlow**

Mr. Brian Wilson spoke about Joshua Hudlow, who recently graduated from the College. Mr. Hudlow is a great employee and has served the College very well in recent years.

Chair Nat White and the Board commended both employees for their hard work and achievements.

### **ACTION ITEMS**

#### **A. High Country Training Academy (HCTA) Addendum 1, now referred to as Cost Sharing Addendum Revision**

Dr. Kelly Trainor presented.

The High Country Training Academy IGA - Addendum 1, now referred to as Cost Sharing Addendum, previously approved by CCC's District Governing Board at the January 18, 2023 meeting, has undergone review by the various agency partners. As a result of this review, several minor modifications have been made to the Addendum. In brief, these modifications include clarification regarding the following:

- Recruit parking permits
- Travel and Professional Development for HCTA staff
- Billing and invoicing of agency partners
- Under what conditions additional Recruit Training Officers will need to be provided by the agencies
- Agency refunds for recruits who drop out before completion
- Extension of the term of the addendum

Dr. Trainor clarified that police departments will not receive a refund for any reason once the recruit has begun the academy.

Mr. Patrick Hurley noted that the Addendum document and what the Board was asked to vote on do not share the same name. Chair Nat White asked Dr. Trainor to reword the recommendation verbally to reflect what they are voting on.

Dr. Trainor recommended that the District Governing Board adopt a motion to approve the revised High Country Training Academy Addendum 1, now referred to as Cost Sharing Addendum, as modified by the agency partners and authorize the President to sign the addendum.

Mr. Hurley motioned to accept the recommendation. 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).

**B. Lone Tree Roofing Project – Dr. Jami Van Ess**

Dr. Jami Van Ess presented the action item to the Board. For additional information, please see the May 17, 2023, documents file.

The Lone Tree Campus roof and skylight systems need replacement because they are nearing end of life. Coconino Community College (CCC) Purchasing department originally offered an invitation for bid (IFB) to broaden the pool of prospective contractors, including those in the greater Flagstaff area on April 6, 2023. CCC received two bids, Centimark's bid was \$2,575,070, and Edge Construction's bid was \$3,770,000. Upon bid review, it was determined that Centimark failed to provide its required bid bond. This requirement is clearly stated in multiple locations in the IFB document. Failure to provide a bid bond disqualifies their bid. The next bid CCC could consider from the IFB is Edge's, which is 46% higher. After internal discussion, it was determined to cancel the IFB because the bids coming in are over the current budget.

Considering the bids are over-budget and portions of the CCC roof are in very poor condition, it's proposed to reduce the scope of work, isolated to portions of the roof most vulnerable. The reduced scope also supports budgetary issues. To best expedite the replacement of a portion of the roof, the CCC Purchasing department requested an updated quote from Centimark under the Mohave cooperative. Centimark provided a quote of \$988,023. This quote includes roofing tear-off and replacement, skylights, lighting protection, and a 5% contingency. This option is available since there is no cap assessed by either the Mohave contract, the State Procurement Code, nor CCC policy and procedures.

The selection of Centimark is based on their understanding and analysis of the roof from the IFB process, which included a site visit and the opportunity for Q&A, and by using a cooperative contract, it will greatly reduce the timeline for beginning the work since it would serve as the sourcing opportunity in lieu of submitting a new IFB. Edge Construction does not hold a cooperative allowing a contract above small-dollar projects, and considering their bid, it can be assumed they wouldn't provide a competitive quote.

The project will start in the summer of 2023 and be completed 30 days after the start of work.

The Board discussed:

- Centimark's bid came in at \$988,000 and covers contingencies. Time is of the essence for this action item due to the severity of the damage. Mr. Ryan Bouwhuis indicated that Centimark was chosen because of their familiarity with our roof as part of the bidding process. Contingencies are being dealt with through the architect and would be a change order requiring signatures from both parties. Assurance was made that due diligence was completed to ensure Centimark's bid was fair and reasonable. Dr. Van Ess recommended

that the District Governing Board adopt a motion authorizing the college President to approve a requisition leading to a purchase order based upon a Mohave Educational Services Cooperative Contract in the amount of \$988,023. The purchase order will be issued to Centimark for the replacement of the roof and skylights identified in this document at the Lone Tree campus.

Mr. Eric Eikenberry moved to accept the recommendation to adopt the motion as read. 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).

Mr. Hurley commended the team on their diligence in completing the research for this project.

**C. General Liability and Property Insurance – Dr. Jami Van Ess**

Dr. Jami Van Ess presented the FY 24 General Liability and Property Insurance. For additional information, please see the May 17, 2023, documents file.

The College joined the Arizona Risk Retention Trust (“the Trust”) on July 1, 2003. The Trust is a pooled insurance carrier covering most school districts in the state and nine community colleges.

The total premium increased from \$207,619 to \$209,335 for FY24 (please see the attached Proposal Acceptance Form and two-year comparison attached for details). The premium includes the general liability insurance package, cybersecurity, pandemic, property, administrative practices, and pre-paid legal. The net increase is primarily due to increases in cyber and property coverage. These increases have been partially offset by reductions in pre-paid legal and general liability coverage.

An option for savings is as follows:

Pandemic Coverage Option: Starting in FY21, the Trust provided optional pandemic coverage on a self-insured basis. To date, the Trust has not received any pandemic claims and returns all pandemic premiums through the loyalty credit program the following year if it is not used. Currently, 50% of the districts are continuing with the pandemic coverage. The premium for the pandemic coverage for FY24 is \$7,500. The Board may choose to discontinue the pandemic coverage for an upfront savings of \$7,500.

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 FY23, the College has earned the maximum dividend of 5% or \$10,380, which will be deducted from the premium.

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

Dr. Van Ess explained the cost saving options to the Board.

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

Mr. Eric Eikenberry moved to accept the recommendation as presented by Dr. Van Ess. 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. Foundation Operating Agreement – Ms. Dianna Sanchez**

Ms. Dianna Sanchez presented the Foundation Operating Agreement. For additional information, please see the May 17, 2023, documents file.

Each year, the Foundation and Coconino Community College review the operating agreement. This agreement outlines responsibilities and expectations for both parties. The one addendum that has been added to this year's agreement is to extend the agreement for 5 years without a formal renewal. The agreement can still be terminated at any time by either party.

Ms. Sanchez recommended that the District Governing Board approve and accept the Operating Agreement as presented.

Mr. Eric Eikenberry moved to accept the recommendation as presented by Ms. Sanchez. 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 – Mr. Joseph Smith, Dr. Eric Heiser, and Chair Nat White attended the Arizona Association of Community College Trustees (AACCT) All Trustee Meeting on April 19 and 20. Mr. Smith spoke to the quality of the presentations at the meeting; notable highlights include a discussion about the changing landscape of higher education, the focus on competency based education, and that higher education is no longer self-evident and should be proven with data. Dr. Eric Heiser noted that in regard to credentials for teaching, there would be a proposal to the Board in the future to remove the credential requirement for teaching.

Dr. David Borofsky told the Board that the annual All Trustee meeting is focused on what is needed in Arizona and encouraged the Board to attend. Over 30 Board Trustees in the state attended. Dr. Borofsky indicated that the biggest conversation happening in the legislature is regarding expenditure limitation.

ACCT – Ms. Patricia Garcia attended the Pacific Region meeting on April 13 and is still awaiting notes from that meeting. The national meeting is from October 9<sup>th</sup> through the 12<sup>th</sup>. Dr. Heiser has submitted the proposal to ACCT for hosting a presentation and fully expects it to be accepted by ACCT.

Alliance – Mr. Patrick Hurley attended the Alliance meeting on April 14, 2023. Flood mitigation efforts were discussed within the county. Mr. Hurley noted that the President has joined the County's Workforce subcommittee.

Foundation Board – Mr. Eric Eikenberry noted that the next meeting is on May 23. Palate to Palette was a resounding success, and Mr. Eikenberry sang its praises. Proceeds were about \$28,000, which is double what was made in 2019.

Other Reports – Chair Nat White was also very impressed with the commencement ceremonies, particularly the interaction between part-time faculty speaker Mr. Alan Cartwright and American Sign Language (ASL) interpreter, full-time faculty member Ms. Sarah Benton.

Mr. Joseph Smith commented that this commencement was the highlight of his year.

Mr. Eric Eikenberry was very excited about commencement and would like an opportunity to get to know the faculty. The Board congratulated the College on a job well done.

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

Dr. Eric Heiser spoke about the massive success that was commencement day at the College and iterated how important that day was to him personally.

Dr. Heiser was inducted into the Rotary Club on May 16, 2023, and has attended several meetings.

The College was featured in a national publication for its Habitat for Humanity efforts with Mr. Eric Wolverton on the tiny home project.

Dr. Heiser recognized staff and faculty awardees from the Employee Awards Ceremony on May 16, 2023.

**AGENDA ITEMS FOR FUTURE MEETINGS**

- There are no agenda items for future meetings.

**ANNOUNCEMENTS**

The next District Governing Board meeting is June 12, 2023

The next Foundation Board meeting is May 23, 2023

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: The meeting was adjourned at 7:10 pm.

**MINUTES PREPARED BY:**

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Ms. Kirsten Mead  
Board Recorder

**ATTEST and APPROVED:**

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Mr. Joseph R. Smith  
Vice Chair/Secretary of the Board

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Dr. Nat White  
Board Chair