

**COCONINO COMMUNITY COLLEGE  
DISTRICT GOVERNING BOARD**

**REGULAR MEETING**

**FEBRUARY 27, 2016**



**COCONINO COMMUNITY COLLEGE  
MINUTES OF A REGULAR MEETING  
OF THE  
DISTRICT GOVERNING BOARD  
FEBRUARY 27, 2016**

A Regular Meeting of the Coconino Community College District Governing Board was held in the Room 537 at the Lone Tree Campus at 2800 S. Lone Tree Road, Flagstaff, Arizona 86005. Board Chair, Ms. Patricia Garcia, called the meeting to order at 9:10 am.

PRESENT: Patricia Garcia  
Lloyd Hammonds  
Patrick Hurley  
Marie Peoples  
Nat White

ABSENT: None

Also Present: Dr. Colleen A. Smith, CCC President, Dr. Pamila Fisher, ACCT Consultant, and Ms. April Sandoval.

Reports, summaries, background material and other documents referred to in these minutes can be found in the February 27, 2016 documents file.

**Follow Up**

- Ms. Patricia Garcia will create a draft of a Board Policy on the President’s evaluation for the next board meeting.
- Mr. Lloyd Hammonds will collect feedback from the President on the evaluation tool.
- The Board will adopt the evaluation tool and process.
- The Board will also develop a short board assessment policy.

**Important Dates**

March 8, 2016	Foundation Board Meeting/Retreat
March 23, 2016	District Governing Board Meeting
April 5, 2016	Arizona Gives Day
April 29, 2016	Palate to Palette
May 11, 2016	Student Awards Ceremony
May 12, 2016	Nursing Pinning Ceremony
May 13, 2016	Commencement
September 9, 2016	GISS Follow Up Event

**OVERVIEW AND OUTCOMES**

Dr. Pamila Fisher discussed the overview and outcomes for the retreat. This is a new team with new members and the goal of today’s retreat is to develop the relationship between the President and the District Governing Board. Additional goals for today would be to have a process and short policy for presidential evaluation and a policy for board assessment.

Other expectations for the day were to:

- Review the Board Priorities to help the President understand them better.
- Discuss a process for communication and getting the board's overview and opinions before items are brought to the board for review.
- Discuss how the Board could see more of the background information on agenda items presented at Board Meetings. The Board would like to see more meaningful data and understand if there are barriers to collecting data.

### **BEST PRACTICES OF EFFECTIVE BOARDS AND PRESIDENTS**

The Association of Community College Trustees included information in the documents file on trustee roles and responsibilities. For additional details, please see the February 27, 2016 documents file.

### **THE BOARD/PRESIDENT TEAM**

The Board discussed the ways they would like the President to communicate with Board.

- In emergencies the Board would like to be contacted by phone, email and text.
- For general updates the Board would like to see the following:
  - Occasional email updates from the President with general information. The Board will leave it up to the President to determine what is important and when to send updates.
  - If a Board member requests information or answers to a question, the President will send the response to all board members.
  - The Board would like to have one on one meetings with the President about once a month.
  - The Board would like to see the draft agenda for board meetings before the Board Chair and President finalize it.
  - The Board would like to be included in the call for agenda items for meetings and would like to have the opportunity to suggest topics of interest for future board meetings.
  - Please pass along all the news rather than just good news.
  - There should be no surprises.

The Board discussed the practice when members of staff or community members contact board members. In these situations, Board members refer these items to President and the President follows up with the person.

The Board discussed whether or not they would let the President's Office know when they are on campus and decided that they would notify the President when they are on campus for board business.

The Board participated in an exercise on roles and responsibilities. Board members and the President discussed what the Board expects from the President and what the President needs from the Board. Items that the Board expects from the President included:

- Open, regular communication
- Being open to suggestions

- Vision/Innovation
- Treating CCC as a team
- Focusing on and updating the Board on Board priorities
- Ethical implementation of policy and treatment of personnel
- Strong Leadership on Campus and Image in the Community
- Improving campus culture
- Following through
- Being down to earth and approachable
- Building a strong administration
- No surprises
- Being honest and candid
- Supporting the Board
- Listening to the Board with an open mind
- Building mutual trust
- Providing recommendations or guidance on various issues such as accreditation, best practices from higher education, etc.
- Valuing diversity

Items that the President needs from the Board included:

- Building mutual trust
- Being honest and candid
- Providing clarity about goals
- Providing assistance in joining the community
- Giving guidance
- Sharing the College history and background
- Providing support
- Full and thoughtful participation of Board members
- Honoring the Board's role and confining themselves to policy
- Involving the other College employees in the community

### **THE PRESIDENT'S EVALUATION PROCESS**

The Board reviewed Mr. Lloyd Hammonds document on the President's Evaluation process. For additional details on this item, please see the February 27, 2016 documents file. This document includes a detailed set of procedures and the proposed evaluation tool for the President's evaluation. Dr. Pamela Fisher also suggested developing a brief policy for the President's evaluation.

The Board reviewed the evaluation process step by step. The steps in the evaluation process are:

- The Board and President agree to the process and an evaluation tool.
- The President completes their self-evaluation and sends to the Board with the section of the President's evaluation that the Board would complete. The Board also receives the Board self-assessment to complete.
- The Board has two weeks to complete these documents and send them to the person compiling the evaluation.

- At the Board Retreat, there is an executive session where the President reviews the compiled results of their evaluation and the Board has a dialogue about areas of consensus in the evaluation.
- The Board creates a summary document for the evaluation that is 1-2 pages long.
- The Board and President sign the summary document.
- The President has the right to write a rebuttal.
- The signed evaluation summary is placed in a sealed envelope.
- The Board ensures that the sealed envelope goes in President's personnel file.

Follow up items from this discussion will be:

- Ms. Patricia Garcia will create a draft of a Board Policy on the President's evaluation for the next board meeting.
- After the policy is approved, the Board will develop a set of procedures that the Board and President approve.
- The Board suggested adding a section to the evaluation tool for President's Goals and possibly splitting the bullet points under the first section into two separate sections.
- Mr. Lloyd Hammonds will collect feedback from the President on the evaluation tool.
- The Board will adopt the evaluation tool.
- The process and evaluation tool will be piloted this year to see how they work. Additional changes can be made at the end of the pilot year.
- The first President's Evaluation will begin in Spring of 2017.
- The 2016 Board Retreat can include an agenda item to discuss the President's performance, give feedback, and conduct an informal evaluation.
- The Board will also develop a short board assessment policy.

### **THE COLLEGE'S FUTURE**

The President and Board discussed the College's future. Some of the topics discussed were:

- The Strategic Plan and planning process
- The mission, vision, and values of the College
- The Higher Learning Commission Assurance Argument due in April and the accreditation process
- Campus culture and climate
- The College's Core Values
- Community perception of the College and our understanding of our role in the community
- How we can use resources to grow the College
- The organizational structure of the College
- Shared Governance

The Board also reviewed their priorities for 2015-2016 and discussed their progress towards achieving these priorities.

The Board suggested the following topics for future discussion or agenda items:

1. Develop an agenda policy
2. Adopt Policies for board self-assessment and President's Evaluation
3. Make a plan to assist President with access to community leaders, organizations, knowledge and history
4. Diversity Initiative
5. Campus Climate
6. Override/Educational Outreach Campaign

The Board also suggested that at the March Board meeting they direct staff to participate in information gathering and explore a possible override election.

ADJOURNMENT: Mr. Patrick Hurley made a motion to adjourn the meeting at 4:20 pm. The motion was seconded by Mr. Lloyd Hammonds and unanimously approved.

**MINUTES PREPARED BY:**

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Ms. April Sandoval  
Board Recorder

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Mr. Lloyd Hammonds  
Vice Chair/Secretary of the Board

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Ms. Patricia Garcia  
Board Chair