

**COCONINO COMMUNITY COLLEGE
DISTRICT GOVERNING BOARD**

REGULAR MEETING

MARCH 23, 2016



**COCONINO COMMUNITY COLLEGE
MINUTES OF A REGULAR MEETING
OF THE
DISTRICT GOVERNING BOARD
MARCH 23, 2016**

A Regular Meeting of the Coconino Community College District Governing Board was held in the Board Room 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 5:50 pm.

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

ABSENT: None

Also Present: Colleen A. Smith, PhD CCC President, Dr. Monica Baker, Mr. Daniel Begay, Ms. Gayle Benton, Ms. Colleen Carscallen, Mr. Mark Easton, Dr. Dudley Gardner, Ms. Alexandra Greer, Ms. Kimmi Grulke, Ms. Kate Harkins, Mr. Brian Harris, Ms. Veronica Hipolito, Mr. Jeff Jones, Ms. Kim Khatibi, Dr. Andrew Lawlor, Dr. Michael Merica, Ms. Siri Mullaney, Ms. Suzzanna Rodriguez, Ms. April Sandoval, Mr. Robert Sedillo, Ms. Rachel Soumokil, Ms. Sarah Southwick, Mr. Scott Talboom, and Ms. Jami Van Ess.

Reports, summaries, background material and other documents referred to in these minutes can be found in the March 23, 2016 documents file.

Follow Up

- All follow up items from the February 27, 2016 meeting are still pending.

Important Dates

April 5, 2016	Arizona Gives Day
April 27, 2016	District Governing Board Meeting
April 29, 2016	Palate to Palette

ADOPTION OF AGENDA

Dr. Marie Peoples moved to approve the agenda and Mr. Patrick Hurley seconded the motion. The agenda was approved as presented.

ADOPTION OF CONSENT AGENDA

Minutes of the Work Session, February 24, 2016
Minutes of the Regular Meeting, February 24, 2016
Minutes of the Regular Meeting, February 27, 2016
Full Time Faculty Contract Renewals for FY 2016-2017
Separations/New Hires

Dr. Marie Peoples moved to approve the Consent Agenda and Mr. Patrick Hurley seconded the motion. The motion was unanimously approved.

FOLLOW UP ITEMS

Ms. Patricia Garcia reviewed the follow up items with the Board. All items are still pending.

INTRODUCTION OF GUESTS

Mr. Scott Talboom introduced Ms. Alexandra (Alexa) Greer and Ms. Rachel Soumokil, Phi Theta Kappa members and All Arizona Academic Team members.

CALL TO THE PUBLIC

There was no response to the call to the public.

CCC EXCELLENCE/STUDENT SUCCESS - Phi Theta Kappa and All Arizona Academic Team Members – Alexandra Greer and Rachel Soumokil

Ms. Veronica Hipolito introduced the two All Arizona Academic Team Members and described the awards process. Phi Theta Kappa and Coca Cola partner for this awards program and selects the top community college students in the state. The students receive a scholarship from CCC and a tuition waiver for any of the three state public schools. Ms. Greer and Ms. Soumokil introduced themselves and discussed their academic goals. The Board extended their congratulations to the students.

ACTION ITEMS

Action Item - Salary and Benefits – Ms. Jami Van Ess

Ms. Jami Van Ess presented the action item for Salary and Benefits for fiscal year 2017. This item has been discussed at work sessions over the past two months. The Board will determine the salaries of full-time faculty, part-time faculty, classified staff, professional/technical staff and administrative staff. Ms. Jami Van Ess provided the Board with additional information requested in the Work Session related to median annual wage and cost of living.

Dr. Nat White made a motion to accept option 3 as presented in the work session. Dr. Marie Peoples seconded that motion. Option 3 includes the following salary and benefits increases:

Full-time Faculty:

- 1.2% CPI increase
- 2.0% step for those eligible
- New steps for all columns of the faculty salary schedule
- A degree attainment increase for one faculty member

Part-Time Faculty:

- 3.2% increase to Tier I and II

Classified, Professional and Administrative Staff

- 1.2% CPI Increase
- 2.0% average Pay for Performance Increase (varies between 0% to 2.5%)
- Internal equity adjustments for 9 employees
- Reclassification adjustments for 3 employees

All benefit eligible employees will also receive a \$720 increase in cafeteria money.

Discussion on the motion focused on the Board's difficulty with raising tuition in amounts equivalent to salary adjustments; the effects of salary adjustments on the financial austerity plan and a possible override; cost of living and median wages in Flagstaff; and making it clear that our faculty and staff are well qualified and deserve salary increases.

The motion was unanimously approved.

Dr. Colleen Smith thanked the Board for their work on behalf of the College's employees.

Action Item - Bookstore Contract – Ms. Jami Van Ess

Ms. Van Ess presented an action item for renewal of the bookstore operating agreement. Approximately 10 years ago the College decided to work with Northern Arizona University and complete a competitive bid process for bookstore services. Based on the results of that bid, the College signed a 5 year contract with Follett to operate the bookstore. It is now time to renew this contract and the College worked with Northern Arizona University on a competitive bid process and to award the bookstore contract to Follett. This is a 5 year contract with an option to renew for an additional 5 year term. In addition to matching the revenue amounts in the current contract, Follett has also agreed to the following:

- Follett shall spend up to \$200,000 on store improvements
- Follett shall provide \$5,000 annually for textbook scholarship(s)
- Follett shall provide \$10,000 annually for the \$ave to Learn IDA program

The recommendation is that the District Governing Board adopt a motion to approve the award of our bookstore operating agreement with Follett Higher Education Group and to authorize the president to sign the five-year agreement.

Discussion on the motion focused on the terms of the contract; what Follett does as a company and how they are involved with other colleges; and the bid process with Northern Arizona University. Approval of this contract will replace the contract that was set to end in December 2016. Northern Arizona University completed the bid process and their contract early so Follett approached us about starting a new contract.

Dr. Nat White made a motion to approve the award of the College bookstore operating agreement with Follett Higher Education Group and to authorize the President to sign a five-year agreement. The motion was seconded by Dr. Marie Peoples and was unanimously approved.

Action Item - Curriculum Changes – Dr. Dudley Gardner

Dr. Gardner and Ms. Sonia Tris presented an action item for approval of suggested changes to the College curriculum. The Higher Learning Commission mandates that any curriculum changes be driven by faculty members. To facilitate this process, Academic Affairs works with the Register to review and approve curriculum changes. Ms. Sonia Tris reviewed the suggested curriculum changes. For details on the curriculum changes, please see the March 23, 2016 documents file.

The Board discussed the process for course retirements, the changes to the medical assistant/medical office management program and their impact on jobs in this area, financial implications of these changes, and how the College takes pride in considering these changes and their long term impacts.

Mr. Patrick Hurley made a motion to accept the recommendation that the Board approve the curriculum as presented. Dr. Marie Peoples seconded the motion and it was unanimously approved.

INFORMATION REPORTS

District Governing Board

AADGB Update – Mr. Lloyd Hammonds

AADGB met on March 10, 2016. The primary discussion topic was the Governance Institute for Student Success (GISS) event on September 9, 2016. Maricopa and Pima Community Colleges have each pledged \$10,000 towards the event and each of the other districts will be asked to contribute \$1,000. Each district will also be responsible for their own travel costs. AADGB also discussed pending legislation and higher standards for higher education.

Alliance Update – Mr. Patrick Hurley

Alliance has not met since the last Board meeting.

Foundation Update – Dr. Nat White

The Foundation hosted a retreat on March 8, 2016. The retreat had great attendance and was facilitated by Alice Ferris of Goal Busters. Mr. Scott Talboom presented the Board with a handout on Palette to Palate and highlighted the signature art piece.

Business Administrative Services – Ms. Jami Van Ess

Budget Status Report

Ms. Jami Van Ess reviewed the Budget Status Report. For additional details on the report, please see the March 23, 2016 documents file.

Reclassifications and Degree Attainments

Ms. Jami Van Ess presented the reclassifications and degree attainments information item. For additional details on this item, please see the March 23, 2016 documents file.

Introduction of New Chief Technology Officer – Dr. Andrew Lawlor

Ms. Van Ess introduced Dr. Andrew Lawlor as the College’s contracted Chief Technology Officer from Campus Works.

Academic Affairs - Dr. Dudley Gardner

Climate Survey

Academic Affairs, in collaboration with Human Resources, has fielded a campus climate survey. Dr. Michael Merica will present the results of the survey at the next meeting along with results of an organizational input survey.

Faculty Evaluations

Academic Affairs has been tasked with making sure there is a standardized faculty evaluation process. Dr. Gardner is currently working with several groups in Academic Affairs to collect information and revise faculty evaluations.

Higher Learning Commission

We are close to having the Assurance Argument substantially finished. The quality of the analysis of the College, concern for students, and the fact that people really care is being communicated in this document.

President’s Information Report Dr. Colleen A. Smith

Dr. Colleen Smith highlighted many of the items in her report and would like to review all of the wonderful things that are happening in the College. Dr. Smith has continued to meet with many people in the community. An example of these meetings was her attendance at the Northern Arizona Manufacturing Partnership meeting to learn about the work they are doing to grow the local talent base, develop training, create growth infrastructure, and improve the image of manufacturing.

ANNOUNCEMENTS AND FUTURE AGENDA ITEMS

The next District Governing Board meeting will be April 27, 2016.

The next Foundation Board meeting will be April 12, 2016.

MEETING EVALUATION

There were no suggestions for meeting evaluation.

ADJOURNMENT: Dr. Marie Peoples made a motion to adjourn the meeting at 7:12 pm. The motion was seconded by Dr. Nat White and unanimously approved.

MINUTES PREPARED BY:

Ms. April Sandoval
Board Recorder

Mr. Lloyd Hammonds
Vice Chair/Secretary of the Board

Ms. Patricia Garcia
Board Chair