

**COCONINO COMMUNITY COLLEGE
DISTRICT GOVERNING BOARD**

REGULAR MEETING

APRIL 27, 2016



**COCONINO COMMUNITY COLLEGE
MINUTES OF A REGULAR MEETING
OF THE
DISTRICT GOVERNING BOARD
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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 6:35 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, Ms. Gayle Benton, Ms. Tavia Burlakoff, Ms. Colleen Carscallen, Mr. Ray Chaira, Mr. Mark Easton, Dr. Dudley Gardner, Ms. Veronica Hipolito, Mr. Jeff Jones, Mr. Andrew Lawlor, Dr. Michael Merica, Ms. Suzzanna Rodriguez, Ms. April Sandoval, Mr. Bobby Sedillo, 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 April 27, 2016 documents file.

Follow Up

- There were no follow up items.

Important Dates

May 11, 2016	Student Awards Ceremony
May 12, 2016	Nursing Pinning Ceremony
May 13, 2016	Commencement
May 25, 2016	DGB Meeting

ADOPTION OF AGENDA

Dr. Nat White 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, March 23, 2016
Minutes of the Regular Meeting, March 23, 2016
Separations/New Hires

Mr. Patrick Hurley moved to approve the Consent Agenda and Mr. Lloyd Hammonds seconded the motion. The motion was unanimously approved.

FOLLOW UP ITEMS

Ms. Patricia Garcia reviewed the follow up items with the Board. This follow up item related to a possible override was discussed in the Work Session.

INTRODUCTION OF GUESTS

Mr. Scott Talboom introduced Mr. Ray Chaira and Ms. Tavia Burlakoff, Northern Arizona University students from the graduate program in Educational Leadership.

CALL TO THE PUBLIC

There was no response to the call to the public.

STRATEGIC PLAN UPDATES – Dr. Colleen A. Smith

Dr. Colleen Smith reviewed the progress on the strategic plan for the first three months of its implementation. For additional details on the presentation, please see the April 27, 2016 documents file.

INFORMATION REPORTS

District Governing Board

AADGB Update – Mr. Lloyd Hammonds

AADGB has not met since Mr. Hammond's last report. AADGB will be meeting on Friday, May 6, 2016. Mr. Hammonds asked board members to please make sure to mark their calendars for the evening of September 8, 2016 and all day on September 9, 2016 for the Governance Institute for Student Success event in Phoenix.

An additional item of note is an initiative for AADGB members to attend meetings of other boards throughout the state. Dr. Nat White completed the first visit to the Yavapai District Governing Board and will submit a report on that meeting to AADGB and to the Board.

Alliance Update – Mr. Patrick Hurley

Alliance has not met since the last meeting.

Foundation Update – Dr. Nat White

The Foundation Board met on April 12, 2016. The Foundation Board reported that there are about 250 applications for scholarships this year which is a larger than usual number. Palette to Palate will be held on April 29, 2016. The Foundation Board approved applications for four new board members. There are still two more openings on the Foundation Board and the Foundation asked that people forward names for additional board members. The Foundation Board will be holding a strategic planning session in May. The Foundation Board also approved a proposal to fund a new kiln for the Fine Arts Department.

Academic Affairs - Dr. Dudley Gardner

Higher Learning Commission – Assurance Argument

The College did have a draft of our Assurance Argument completed by April 1, 2016 but took some additional time to edit the document and incorporate items learned at the recent Higher Learning Commission Conference. Dr. Gardner described the different accreditation pathways and the process the Higher Learning Commission follows. The Assurance Argument was locked on April 22, 2016 in advance of the due date. The Higher Learning Commission will be evaluating our argument over the next month and will be coming back to us with requests for additional information. Examples of items that might be requested are course syllabi and documentation of faculty credentials. If the Higher Learning Commission comes back with findings from this review, we will be asked to correct those findings by the ten year accreditation visit. This is a new process for the Higher Learning Commission and the College. The College will be developing an accreditation committee to help keep the College up to date with the accreditation process. The next step in the accreditation process is to develop a college wide improvement project.

The faculty credentialing requirements from the Higher Learning Commission will have to be in place before the 10 year accreditation visit. The College has had to inform faculty that do not meet the credentialing requirements that they will not be able to teach certain classes after September 2017. The Higher Learning Commission has asked that we work with these faculty members to find ways to get them up to standards instead of having that person lose their employment.

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 April 27, 2016 documents file.

Achievement towards Degree Attainment

Ms. Jami Van Ess presented an information item for Ms. Linda Barker who has completed fifteen hours towards a Doctoral Degree in Educational Leadership. The completion of these hours qualifies Ms. Barker to move over on the salary scale.

Student Engagement – Ms. Veronica Hipolito

Ms. Veronica Hipolito gave an update from Student Services and formally invited the Board to attend the Student Awards Ceremony on May 11, 2016 at 5:30 pm. This event is a wonderful opportunity to celebrate with our students and see the work they have done both inside and outside the College.

Board Meeting Schedule Changes – Ms. April Sandoval

Ms. April Sandoval highlighted the changes in the Board Meeting Schedule. The April meeting will be held at the Lone Tree Campus, the October meeting in Page, and the November meeting has been moved back to November 9, 2016 to accommodate Board member travel schedules for the holidays.

President's Information Report - Dr. Colleen A. Smith

President's Report

Dr. Colleen Smith recognized Mr. Bobby Sedillo who will be retiring as the Director of Purchasing. In Dr. Smith's short time here, she has seen the quality of Bobby's work and noted that he is the ultimate professional and communicates respectfully with everyone across the institution. The Board thanked Bobby for his service and work with the Board.

Dr. Colleen Smith highlighted many of the items on this month's president's report. For additional details on the report, please see the April 27, 2016 document file. We will start posting this report so that people outside the Board can review it. Many of the items Dr. Smith highlighted involved the College's outreach to the community and service learning activities.

Dr. Smith asked the Board to take a moment of silence to honor the passing of Dr. John Linskey, CCC instructor.

ANNOUNCEMENTS AND FUTURE AGENDA ITEMS

The next District Governing Board meeting will be May 25, 2016 at the Lone Tree Campus.

The next Foundation Board meeting will be June 14, 2016.

MEETING EVALUATION

The Board felt this was a very good meeting and contained a lot of great information.

ADJOURNMENT: Mr. Lloyd Hammonds made a motion to adjourn the meeting at 7:50 pm. The motion was seconded by Mr. Patrick Hurley 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