

**COCONINO COMMUNITY COLLEGE  
DISTRICT GOVERNING BOARD**

**REGULAR MEETING**

**JANUARY 25, 2017**



**COCONINO COMMUNITY COLLEGE  
MINUTES OF A REGULAR MEETING  
OF THE  
DISTRICT GOVERNING BOARD  
JANUARY 25, 2017**

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 6:15 pm.

PRESENT: Patricia Garcia  
Lloyd Hammonds  
Patrick Hurley  
Nat White

ABSENT: Marie Peoples

Also Present: Dr. Colleen Smith, CCC President; Mr. Dan Begay, Ms. Colleen Carscallen, Mr. Tim Darby, Mr. Lynn Derrick, Mr. Brian Francis, Dr. Dudley Gardner, Mr. David Glennon, Ms. Kimmi Grulke, Mr. Larry Hendricks, Ms. Veronica Hipolito, Mr. Jeff Jones, Dr. Andrew Lawlor, Dr. Michael Merica, Ms. Siri Mullaney, Mr. Victor Ortiz, Ms. Suzzanna Rodriguez, Ms. Laura Rosensweet, Ms. April Sandoval, Mr. Dietrich Sauer, Mr. Kurt Stull, Mr. Scott Talboom, Ms. Jami Van Ess, Ms. Corina Vanek, Mr. Bob Voytek, and Mr. Jay Zsorey.

Reports, summaries, background material and other documents referred to in these minutes can be found in the January 25, 2017 documents file.

Follow Up
<ul style="list-style-type: none"> <li>• None</li> </ul>

Important Dates	
February 22, 2017	DGB Meeting

**ADOPTION OF AGENDA**

Mr. Lloyd Hammonds 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, November 9, 2016  
 Minutes of the Regular Meeting, November 9, 2016  
 Minutes of a Work Session, January 3, 2017  
 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. The follow up items will be discussed at today's meeting.

## **ELECTION OF BOARD CHAIR, VICE CHAIR/SECRETARY AND COMMITTEE REPRESENTATIVES**

The floor was opened for nominations for Chair. Mr. Lloyd Hammonds nominated Ms. Patricia Garcia and Mr. Patrick Hurley seconded the motion. There were no other nominations so the nominations were closed. The motion was unanimously approved and Ms. Patricia Garcia was elected Chair.

The floor was opened for nominations for Vice Chair/Secretary. Ms. Patricia Garcia nominated Mr. Lloyd Hammonds and Dr. Nat White seconded the motion. There were no other nominations so the nominations were closed. The motion was unanimously approved and Mr. Lloyd Hammonds was elected Vice Chair/Secretary.

The board then moved to appoint committee representatives. The current AADGB representative is Mr. Lloyd Hammonds. Dr. Nat White nominated Mr. Lloyd Hammonds and Mr. Patrick Hurley seconded the nomination. The motion was unanimously approved.

The current Alliance representative is Mr. Patrick Hurley. Dr. Nat White nominated Mr. Patrick Hurley and Mr. Lloyd Hammonds seconded the motion. The motion was unanimously approved and Mr. Patrick Hurley was elected Alliance Representative.

The current Foundation Board Representative is Dr. Nat White. Mr. Patrick Hurley nominated Dr. Nat White. Mr. Lloyd Hammonds seconded the motion. The motion was unanimously approved and Dr. Nat White was elected Foundation Board Representative.

## **INTRODUCTION OF GUESTS**

Mr. Scott Talboom introduced the guests in attendance.

- Mr. Tim Darby, NAU Educational Leadership program student
- Ms. Corina Vanek, Arizona Daily Sun
- Mr. Lynn Derrick, Campus Works
- Mr. Jay Zsorey, Arizona Auditor General's Office
- Mr. Dave Glennon, Arizona Auditor General's Office
- Mr. Victor Ortiz, Arizona Auditor General's Office

## **CALL TO THE PUBLIC**

There was no response to the call to the public.

## **ACTION ITEMS**

**Action Item** - Audit Acceptance – Ms. Jami Van Ess

Ms. Jami Van Ess presented an action item for acceptance of the Fiscal Year 2016 Comprehensive Annual Financial Report, Single Audit, and Expenditure Limitation reports and introduced members of the Arizona Auditor General's Office.

Mr. Jay Zsorey, Director for the Auditor General's Office, spoke to the board about the opinions issued by the Auditor General's office. The College received unmodified findings on all reports which means that all reports are accurate. Ms. Van Ess and her staff are doing a great job and were congratulated by Mr. Zsorey and the Board.

Mr. Dave Glennon, Manager for the Auditor General's Office, spoke to the Board about the audits that were conducted, the process used for the audit, and offered congratulations on the successful outcome. The College was the first community college in the state to issue all audit reports.

Ms. Jami Van Ess recommended that the District Governing Board accept the Comprehensive Annual Financial Report, Single Audit, and Expenditure Limitation reports for Fiscal Year 2016.

Mr. Lloyd Hammonds moved that the District Governing Board accept the Comprehensive Annual Financial Report, Single Audit, and Expenditure Limitation reports for Fiscal Year 2016. Dr. Nat White seconded the motion and it was unanimously approved.

**Action Item** - Policies – Sexual Harassment and Misconduct Policy – Ms. Jami Van Ess  
Ms. Jami Van Ess and Mr. Dietrich Sauer presented the action item for a revision to Policy 105-00 Sexual Harassment and Misconduct. Ms. Van Ess reminded the Board of the changes that were made in both policies being considered today and the previous presentation of these items. Much of the work on these revisions was conducted by Ms. Allison Eckert, former Interim Director of Human Resources.

Ms. Van Ess recommended that the District Governing Board adopt a motion to approve the revised Policy 105-00, Sexual Harassment and Misconduct.

Mr. Lloyd Hammonds made a motion to approve the revised Policy 105-00, Sexual Harassment and Misconduct. Dr. Nat White seconded the motion and thanked the staff for the effort that went into these changes. The motion was unanimously approved.

**Action Item** - Policies – Workplace Discrimination and Harassment Policy – Ms. Jami Van Ess  
Ms. Jami Van Ess presented an action item to approve a new policy, 109-00 Workplace Discrimination and Harassment Policy. Ms Van Ess recommended that the District Governing Board adopt a motion to approve the new Policy 109-00, Workplace Discrimination and Harassment.

Mr. Patrick Hurley made a motion to accept the recommendation and approve the policy. Mr. Lloyd Hammonds seconded the motion and it was unanimously approved.

**Action Item** - Foundation Operating Agreement – Mr. Scott Talboom  
Mr. Scott Talboom reviewed the process that resulted in changes to the Foundation Operating Agreement and what has been done to address the Board's concerns about this agreement from the November Board meeting.

Mr. Scott Talboom recommended that the District Governing Board approve the Coconino Community College Foundation Operating Agreement and authorize the President to sign the agreement.

Lloyd moved that the District Governing Board approve the Coconino Community College Foundation Operating Agreement and authorize the President to sign the agreement. Dr. Nat White seconded the motion and it was unanimously approved.

**Action Item** - ACCT State Representative – Dr. Colleen Smith

The Association of Community College Trustees (ACCT) has contacted the College and asked Ms. Patricia to serve as the ACCT representative for the State of Arizona.

Ms. Garcia would be required to attend both the legislative and annual ACCT meetings and the College would be responsible for travel expenses related to these trips (approximately \$2500 per event) for the next two years. Ms. Garcia has already communicated that she would not be able to attend the legislative summit this year. The Board would need to send a letter of support to ACCT affirming their commitment to Ms. Garcia serving in this position.

The recommendation was made that the Board support the appointment of Ms. Patricia Garcia as ACCT State Representative and that the Board send a letter of support related to the appointment to ACCT. If the Board chooses to do this, the Office of the President will prepare a letter of support for the Board to review.

Dr. Nat White moved that the Board support the appointment of Ms. Patricia Garcia and that the Board send a letter of support. Mr. Lloyd Hammonds seconded the motion and it was unanimously approved.

**INFORMATION REPORTS**

**Academic Affairs** - Dr. Dudley Gardner

Dr. Dudley Gardner and Dr. Michael Merica gave a presentation to the board which included updates for the Academic Affairs department. The presentation focused on enrollment numbers, national enrollment trends, the challenges faced by Academic Affairs, graduation rates, changes in the accreditation process that will focus on schools with completion rates of 15% or lower, and a planned review of all online courses. For additional details on the presentation, please see the January 25, 2017 documents file.

**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 January 25, 2017 documents file.

**Student Engagement** - Ms. Veronica Hipolito

**CCC2NAU Housing Update**

Ms. Veronica Hipolito updated the Board in October on the status of student housing. Ms. Hipolito brought additional information to the Board including the cost of American Campus

Communities housing options and clarification on the language in the intergovernmental agreement with NAU concerning housing.

Ms. Hipolito also shared the outcome of a recent CCC2NAU Coordinating Council meeting which resulted in several ideas for collaboration and expansion of the partnership between CCC and NAU in addition to the CCC2NAU program.

**President’s Information Report** Dr. Colleen Smith

Dr. Colleen Smith shared some of the amazing things that members of our College community are doing. Dr. Smith also introduced the Board to our new Executive Director of Human Resources, Mr. Dietrich Sauer and spoke about his qualifications.

**ANNOUNCEMENTS AND FUTURE AGENDA ITEMS**

The next District Governing Board meeting will be February 22, 2017.

The next Foundation Board meeting will be February 14, 2017 (Retreat).

**MEETING EVALUATION**

Chair Patricia Garcia really wished to thank everyone for bearing with her this evening and the technology challenges that may have presented.

Dr. Nat White would like to express that the Board understands the extra work and stress for faculty and staff that the implementing the financial austerity plan created. The Board very much appreciates that effort.

ADJOURNMENT: Mr. Lloyd Hammonds made a motion to adjourn the meeting at 7:46 pm. The motion was seconded by Mr. Patrick Hurley 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