

**COCONINO COMMUNITY COLLEGE
DISTRICT GOVERNING BOARD**

REGULAR MEETING

MAY 24, 2017



**COCONINO COMMUNITY COLLEGE
MINUTES OF A REGULAR MEETING
OF THE
DISTRICT GOVERNING BOARD
MAY 24, 2017**

A Regular Meeting of the Coconino Community College District Governing Board was held in Room C4 of the Fourth Street Campus, 3000 N. Fourth St., Flagstaff, AZ 86004. Board Chair, Ms. Patricia Garcia, called the meeting to order at 5:45 pm.

PRESENT: Patricia Garcia
Lloyd Hammonds
Patrick Hurley
Nat White

ABSENT: Marie Peoples

Also Present: Dr. Colleen Smith, CCC President; Dr. Monica Baker, Ms. Colleen Carscallen, Mr. Dan Begay, Dr. Dudley Gardner, Mr. Brian Harris, Mr. Larry Hendricks, Ms. Veronica Hipolito, Mr. Jeff Jones, Dr. Andrew Lawlor, Ms. Siri Mullaney, Mr. Al Nichols, Ms. Alex Purchase Ms. April Sandoval, Mr. Dietrich Sauer, Ms. Rita Schreiner, Mr. Wes Scott, Mr. Kurt Stull, Ms. Mary Talentinow, Ms. Jami Van Ess, and Mr. Bob Voytek.

Reports, summaries, background material and other documents referred to in these minutes can be found in the May 24, 2017 documents file.

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

Important Dates	
June 28, 2017	DGB Meeting
August 3-4, 2017	DGB Retreat
August 23, 2017	DGB Meeting - Page

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, April 26, 2017
Minutes of the Regular Meeting, April 26, 2017
Separations/New Hires

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

FOLLOW UP ITEMS

There were no follow up items.

INTRODUCTION OF GUESTS

Mr. Larry Hendricks introduced Ms. Rita Schreiner, CCC Alumni.

CALL TO THE PUBLIC

There was no response to the call to the public.

RETIREMENT RECOGNITIONS

The Board was pleased to recognize retirees Al Nichols, Lead Security Guard and Ana Novak, Science Lab Coordinator/Part-Time Faculty.

Mr. Jeff Jones spoke about Ms. Ana Novak. Ms. Novak has worked for the College for 19 years as the Science Lab Coordinator and Part-Time Faculty member.

Dr. Colleen Smith spoke about Mr. Al Nichols' service to the College. Mr. Nichols thanked the Board for their contribution to the College, thanked Ms. Jami Van Ess who supports the security department, and spoke about his experience at the College.

The Board thanked both Ms. Novak and Mr. Nichols for their work.

ACTION ITEMS

General Liability Insurance - Ms. Jami Van Ess

Ms. Jami Van Ess presented the action item concerning renewal of the College's general liability and property insurance coverage. The premium for this renewal has increased by about \$36,000 due to increased utilization of pre-paid legal services.

Ms. Van Ess recommended that the District Governing Board approves the coverage as presented with The Arizona School Risk Retention Trust in the amount on \$162,812 for FY18 and authorize the President to sign the agreement.

Dr. Nat White made a motion to accept the recommendation. Mr. Lloyd Hammonds seconded the motion and it was unanimously approved.

Contracted Custodial Services Contract - Ms. Jami Van Ess

Ms. Jami Van Ess and Ms. Mary Talentinow presented the action item related to the custodial services contract. The College ran a competitive bid process to determine who would receive this contract. Questions on this agenda item focused on the bidding process.

Ms. Van Ess recommended that the District Governing Board adopt a motion authorizing the College President to sign a contract with UBM Enterprise, Inc. for the provision of custodial services in Flagstaff and Page, for a term of up to five (5) years, effective June 1, 2017.

Mr. Patrick Hurley made a motion to accept the recommendation. Mr. Nat White seconded the motion. Mr. Patrick Hurley amended his motion to include the dollar amount for the contract

(\$238,894.92). Dr. Nat White seconded the amended motion and the amendment was unanimously approved. The amended motion was unanimously approved.

Intergovernmental Agreement Renewal with the City of Page - Ms. Jami Van Ess
Ms. Jami Van Ess presented this item which is the final renewal option for the intergovernmental agreement with the City of Page enacted in September of 2013.

Ms. Van Ess recommended that the District Governing Board adopt a motion authorizing the President to sign a one-year extension of the existing IGA with the City of Page.

Mr. Lloyd Hammonds made a motion to accept the recommendation. Dr. Nat White seconded the motion and it was unanimously approved.

CAVIAT Central Programs Intergovernmental Agreement Renewal – Ms. Jami Van Ess
Ms. Jami Van Ess presented the action item related to renewing the CAVIAT Central Programs intergovernmental agreement. All terms of the agreement remain the same except for the items included in Addendum 1 which was presented to the Board.

Ms. Jami Van Ess recommended that the District Governing Board adopt a motion authorizing the College President to sign Addendum 1 to the CAVIAT Central Programs IGA, modifying the Agreement for FY18.

Dr. Nat White made a motion to accept the recommendation. Mr. Patrick Hurley seconded the motion and it was unanimously approved.

Dual Enrollment Intergovernmental Agreement Renewals – Ms. Jami Van Ess
Ms. Jami Van Ess presented an action item related to renewals of the College's intergovernmental agreements for dual enrollment.

Ms. Van Ess recommended that the District Governing Board adopt a motion authorizing the College President to sign Dual Enrollment IGA's for the participating school districts for FY18.

Mr. Patrick Hurley made a motion to accept the recommendation. The motion was seconded by Mr. Lloyd Hammonds and unanimously approved.

Foundation Operating Agreement – Mr. Scott Talboom
Mr. Larry Hendricks presented the agenda item for the Foundation Operating Agreement. The new agreement would cover fiscal year 2018.

Mr. Hendricks recommended that the District Governing Board approve the Coconino Community College Foundation Operating agreement for fiscal year 2018 and authorize the President to sign the agreement.

Dr. Nat White made a motion to accept the recommendation. Mr. Patrick Hurley seconded the motion and it was unanimously approved.

Distinguished Service Award – Mr. Scott Talboom

Mr. Larry Hendricks presented the action item related to the Distinguished Service Award. The Distinguished Service Award Committee met, reviewed the applications for this award, and is recommending that Coconino County Supervisor Lena Fowler be this year's award recipient.

Mr. Hendricks recommended that the District Governing Board approve the committee's recommendation to award Coconino County Supervisor Lena Fowler this year's Distinguished Service Award.

Mr. Patrick Hurley made a motion to accept the recommended action. Mr. Lloyd Hammonds seconded the motion and it was unanimously approved.

INFORMATION REPORTS

District Governing Board

Dr. Colleen Smith gave an update on the Alliance Meetings. The Alliance will be meeting quarterly and both Dr. Smith and Mr. Patrick Hurley will be invited to these meetings.

Mr. Lloyd Hammonds gave an update on the Arizona Association of District Governing Boards (AADGB) meeting schedule for June 8-9, 2017 at the Coconino Community College Lone Tree Campus. All Board members are invited to attend this meeting and Ms. April Sandoval will forward the meeting agenda to the Board.

Academic Affairs and Student Engagement - Dr. Dudley Gardner

Dr. Dudley Gardner updated the Board on work being done by Academic Affairs in the areas of program review, part-time faculty evaluations, assessment, and online learning.

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 May 24, 2017 documents file.

President's Information Report Dr. Colleen Smith

Dr. Colleen Smith encouraged the Board to review the President's Report. Instead of highlighting items on the report, Dr. Smith thanked the entire College team who have been working together in the best way possible to serve students. The College has been succeeding in finding good people to enhance our already strong team. This means that many people have devoted a lot of time to hiring committees and Dr. Smith thanked everyone for their hard work.

ANNOUNCEMENTS AND FUTURE AGENDA ITEMS

The next District Governing Board meeting will be June 28, 2017 followed by the August 2-3, 2017 - Retreat and August 23, 2017 - Regular Meeting at the Page Center.

The next Foundation Board meeting will be June 13, 2017.

ADJOURNMENT: Dr. Nat White made a motion to adjourn the meeting at 7:11 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