

**COCONINO COMMUNITY COLLEGE
DISTRICT GOVERNING BOARD**

SPECIAL MEETING

JULY 12, 2017



**COCONINO COMMUNITY COLLEGE
MINUTES OF A SPECIAL MEETING
OF THE
DISTRICT GOVERNING BOARD
JULY 12, 2017**

A Special 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 6:06 pm.

PRESENT: Patricia Garcia
Lloyd Hammonds
Patrick Hurley
Marie Peoples

ABSENT: Nat White

Also Present: Dr. Colleen Smith, CCC President; Dr. Monica Baker, Dr. Kimberly Batty-Herbert, Mr. Dan Begay, Ms. Colleen Carscallen, Mr. Brian Francis, Dr. Dudley Gardner, Ms. Kimmi Grulke, Mr. Brian Harris, Mr. Larry Hendricks, Mr. Ron Hurle, Ms. Veronica Hipolito, Ms. Kay Leum, Dr. Gonzalo Perez, Ms. Suzzanna Rodriguez, Ms. Laura Rosensweet, Ms. April Sandoval, Mr. Dietrich Sauer, Mr. Scott Talboom, Ms. Jami Van Ess, Mr. Bob Voytek, and Ms. Diana White.

Reports, summaries, background material and other documents referred to in these minutes can be found in the July 12, 2017 documents file.

Follow Up
<ul style="list-style-type: none"> • The Board will revisit the schedule for the November Board meeting at their August meeting.

Important Dates	
August 3-4, 2017	DGB Retreat
August 21, 2017	DGB Meeting
August 28, 2017	Start of the Fall 2017 Semester
September 8, 2017	Foundation Annual Meeting and Scholarship Awards

ADOPTION OF AGENDA

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

ADOPTION OF CONSENT AGENDA

Minutes of a Special Meeting, Round Table – May 9, 2017
 Minutes of a Work Session – May 24, 2017
 Minutes of a Public Hearing, Truth in Taxation – May 24, 2017
 Minutes of a Public Hearing, Budget – May 24, 2017

Minutes of a Special Meeting, Budget – May 24, 2017
Minutes of a Regular Meeting – May 24, 2017

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

A. INTRODUCTION OF GUESTS

There were no guests present.

B. CALL TO THE PUBLIC

There was no response to the call to the public.

C. ACTION ITEMS

Renewal of CAVIAT Fourth Street Lease (IGA) - Ms. Jami Van Ess

Ms. Jami Van Ess presented an addendum to the intergovernmental agreement with CAVIAT to renew their lease of space on the Fourth Street Campus. The initial agreement was signed last year for a one year term but included an option for four additional one year renewals. The lease includes all utilities and other related expenses and increases annually at a rate equivalent to the Western Urban Customers Consumer Price Index average. The renewal option for fiscal year 2018 totals \$49,500.00 for the year and has an annual rental rate of \$16.51 per square foot.

Ms. Jami Van Ess recommended that the District Governing Board adopt a motion authorizing the President to sign Addendum 2, authorizing a one-year renewal of the existing intergovernmental agreement with CAVIAT to include the period from June 1, 2017 to June 30, 2018.

Discussion on the motion focused on whether the lease amount and any increase in the lease amount for fiscal year 2018 will cover the College's expenses.

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

NAU-CCC Cline Printing Sub-Agreement - Ms. Jami Van Ess

Ms. Jami Van Ess presented a proposed additional sub-agreement to the College's existing intergovernmental agreement with Northern Arizona University. This sub-agreement was created to solve issues that CCC students were having printing items at Cline Library. Under the sub-agreement, CCC students will be able to use their CCC paper cut account to print items at Cline Library. Students received 100 free pages at the start of each term and can add funds to their account to print additional pages.

Ms. Jami Van Ess recommended that the District Governing Board approve the NAU Cline Printing Sub-Agreement as presented.

Discussion on this issue focused on whether this change would create any increase in costs to the College. Ms. Van Ess stated that this is a zero net increase to the College with the exception of time to manage the program and this option will be a great service to the students. Additional

questions focused on whether or not there were student representatives consulted in this process and the list of sub agreements included in the Board packet.

Mr. Patrick Hurley moved to approve the NAU Cline Sub-Agreement as presented. Mr. Lloyd Hammonds seconded the motion and it was unanimously approved.

Cyber Security addition to General Liability Insurance - Ms. Jami Van Ess

Ms. Jami Van Ess presented an agenda item to add cyber security coverage to our general liability insurance. While the general liability coverage was renewed in May, the cyber liability portion of the insurance required additional time and information to generate a quote. Ms. Van Ess suggested increasing our cyber liability coverage to \$3 million per occurrence with a \$30 million aggregate per year. Ms. Van Ess believed that The Trust would invoice this coverage separately but the Trust preferred that it be included in one proposal approval form. The only difference between today's agenda item and the one presented in May is the inclusion of cyber security coverage.

Ms. Van Ess recommended that the District Governing Board approve the general property and liability coverage, including the addition of the cyber liability coverage, with the Trust for fiscal year 18 in the amount of \$176,073 and authorize the President to Sign the Agreement.

The Board had a concern that it had approved a motion and authorized the President to sign paperwork for general liability insurance in May and would need to void that motion. The original proposal acceptance form was not accepted by the Trust, nor will the Trust accept an addendum to the insurance.

Mr. Lloyd Hammonds made a motion that the District Governing Board approve the general property and liability coverage including the addition of cyber security coverage with The Trust for fiscal year 2018 in the amount of \$176,073. This motion will replace and supersede the prior motion of the Board and authorize the President to sign the updated agreement. Mr. Patrick Hurley seconded the motion.

Discussion on the motion focused on whether the coverage limits were sufficient. Based on that discussion, the College will explore coverage with higher limits for next year.

The motion was unanimously approved.

Revised Board Meeting Schedule for 2017 - Ms. April Sandoval

The Arizona Community College Coordinating Council is moving their meetings to the fourth Wednesday of each month to ensure that all of the community college presidents are able to attend. This created conflicts with the District Governing Board meeting schedule in August and October. Ms. April Sandoval proposed that we move the August meeting to August 16, 2017 and the October meeting to October 18, 2017.

The Board preferred that the August meeting be moved to August 21, 2017.

Dr. Marie Peoples moved that the District Governing Board meetings in August be moved to August 21, 2017 and October be moved to October 18, 2017. Mr. Lloyd Hammonds seconded the motion and it was unanimously approved.

ANNOUNCEMENTS AND FUTURE AGENDA ITEMS

The next District Governing Board meeting will be August 3-4, 2017 (Retreat) and August 21, 2017 (Regular Meeting)- in Page

The next Foundation Board meeting will be September 20, 2017, which is also the joint meeting with District Governing Board

The Arizona Association of Governing Boards (AADGB) is planning on holding the American Association of Community Colleges Governance Institute for Student Success (ACCT-GISS) event on November 29-30, 2017 or December 1-2, 2017. This year's program will be a combination of GISS and the Governance Leadership Institute. As these dates may conflict with the November District Governing Board Meeting and the Arizona Community College Coordinating Council meetings, this item will be added to the agenda for the August meeting for additional discussion.

ADJOURNMENT: Mr. Patrick Hurley made a motion to adjourn the meeting at 6:42 pm. The motion was seconded by Mr. Lloyd Hammonds 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