

**COCONINO COMMUNITY COLLEGE
DISTRICT GOVERNING BOARD**

REGULAR MEETING

SEPTEMBER 20, 2017



**COCONINO COMMUNITY COLLEGE
MINUTES OF A REGULAR MEETING
OF THE
DISTRICT GOVERNING BOARD
SEPTEMBER 20, 2017**

A Regular Meeting of the Coconino Community College District Governing Board and the Coconino Community College Foundation Board was held in the Board Room at the Lone Tree Campus at 2800 S. Lone Tree Road, Flagstaff, Arizona 86005. District Governing Board Chair, Ms. Patricia Garcia, called the meeting to order at 5:53 pm.

PRESENT: Patricia Garcia
Lloyd Hammonds
Nat White

ABSENT: Patrick Hurley
Marie Peoples

Foundation Board Members: Andy Phillips
Christina Caldwell
Gail Lowe
Gary Boyer
Cheryl Blume
Tom DeStefano
Alyson Fritsinger
John Lewis
Lee Treece
Doug King

Also Present: Dr. Colleen Smith, CCC President; Ms. Randi Axler, Dr. Kimberly Batty-Herbert, Mr. Dan Begay, Ms. Colleen Carscallen, Ms. Elise Cooper, Ms. Julie Cooper, Ms. Lori Edwards, Mr. Brian Francis, Ms. Kimmi Grulke, Ms. Veronica Hipolito, Mr. Jeff Jones, Ms. Kay Leum, Ms. Sharon Manuelito, Ms. Siri Mullaney, Dr. Gonzalo Perez, Ms. Suzzanna Rodriguez, Ms. April Sandoval, Ms. Leslie Skinner, Mr. Dietrich Sauer, Mr. Kurt Stull, 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 September 20, 2017 documents file.

Follow Up

- Mr. Lloyd Hammonds requested longitudinal enrollment data for five years to help the Board in future decisions on where to allocate resources.

Important Dates	
October 11, 2017	DGB Round Table
October 18, 2017	DGB Regular Meeting

ADOPTION OF AGENDA

Mr. Lloyd Hammonds moved to approve the agenda and Dr. Nat White seconded the motion. The agenda was approved as presented.

ADOPTION OF CONSENT AGENDA

Minutes of a Regular Meeting, August 3-4, 2017
 Minutes of the Work Session, August 21, 2017
 Minutes of the Regular Meeting, August 21, 2017
 New Hires/Separations

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

FOLLOW UP ITEMS

Ms. Patricia Garcia reviewed the follow up items with the Board. The item related to review of the Mission and Vision statement is still pending. The items related to the Board Priorities and President’s Goals have been completed. The comparison to other community colleges in the state will be discussed at a future meeting.

INTRODUCTION OF GUESTS

Mr. Scott Talboom introduced the guests that were present including Ms. Elise Cooper, her mother Ms. Leslie Skinner, and her Grandmother, Ms. Julie Cooper. Mr. Talboom also introduced Ms. Sharon Manuelito from the Northern Arizona University School of Nursing.

CALL TO THE PUBLIC

There was no response to the call to the public.

STUDENT SUCCESS – Foundation Scholarship Student Impact

Ms. Elise Cooper spoke to both boards about the impact receiving a Foundation Scholarship has made on her academic career. Ms. Cooper thanked everyone present for their efforts towards student scholarships and spoke about how receiving scholarship made it possible to pay for her education and provided motivation to keep moving forward to achieve her goals.

CCC EXCELLENCE – Government Finance Officers Association (GFOA) Certificate of Excellence in Financial Reporting

Dr. Colleen Smith presented the Business Office with the Government Finance Officers (GFOA) Certificate of Excellence in Financial Reporting. This award demonstrates the attention to detail and hard work of the Business Office. Ms. Jami Van Ess spoke about the team effort and the many people around campus who assist with the financial reports. Ms. Siri Mullaney spoke about the work that everyone in the Business Office does all year and how consistent and dedicated the employees in this area are. This is the twenty-third year that the College has been recognized with this award.

Mr. Lloyd Hammonds congratulated the business office team for this award and would also like to recognize Mr. Jami Van Ess for her leadership.

JOINT DGB/FOUNDATION BOARD DISCUSSION

A. DGB Goals and Priorities for 2017-2018 – Ms. Patricia Garcia

The District Governing Board shared the priorities they have set for the upcoming year. Those priorities are:

1. Ensure Quality Learning Opportunities for Students
2. Support the Creation and Implementation of a Diversity Plan
3. Provide excellent services and opportunities for students and the community.
4. Ensure Higher Learning Commission compliance standards are reviewed to improve the quality of the institution.
5. Identify avenues for increased funding.
6. Analyze and continue to develop college planning process.
7. Engage with the community.

Mr. Lloyd Hammonds spoke on the efforts the College has made to support the priority regarding Higher Learning Commission compliance standards. Dr. Nat White mentioned the report in the Work Session related to distance learning and its relationship to the priority regarding ensuring quality learning opportunities.

B. Foundation Board Direction for 2017-2018 – Mr. Andy Phillips

Mr. Andy Phillips spoke to both Boards about the direction the Foundation Board will be taking. There are many new members on the Foundation Board who have lots of energy and enthusiasm. The Foundation has adopted a three-pronged approach to give direction to their efforts. Scholarships are always a priority, the Foundation Board would like to achieve financial sustainability and be self-sufficient in the future, and would like to find ways to support the short and long-term goals of the College with the District Governing Board's help.

The Foundation Board created a committee that would work with the District Governing Board to identify the areas the Foundation Board can support the College. The committee will work offline to find meeting dates and start this work.

C. Overall Health of the Foundation – Mr. Scott Talboom

Mr. Scott Talboom highlighted accomplishments of the Foundation Board over the past year including bringing in new Board Members, a change in Board leadership, coming close to meeting the goal of having \$500,000 in endowed scholarships, and grants including a record high grant from the Arizona Community Foundation for the nursing program and grants from SEE4Vets.

Dr. Colleen Smith encouraged Mr. Talboom to share the College's strategic plan with the Foundation Board. The College will be reviewing the mission and vision statement to lay the groundwork for the next strategic plan and the District Governing Board will be very engaged in developing the planning process for the next strategic plan.

Dr. Nat White encouraged Foundation Board members to help develop interconnected networking between the two Boards.

Ms. Patricia Garcia mentioned that the success of and community support for the Foundation Annual Meeting and Scholarship Breakfast. Ms. Garcia and Ms. Gail Lowe thanked everyone that made this event possible.

ACTION ITEMS

Donation Acceptance- Mr. Scott Talboom

Mr. Scott Talboom explained the process for donating items to the Foundation and the College. Over the past summer, the Foundation received three donations and Mr. Talboom discussed the donations and how they would be used. The items received were:

1. Deckers Outdoor Corporation gifted conference room tables and chairs to the Foundation for the Lone Tree Campus (tables) and Fourth Street Innovation Center (chairs) to update two conference rooms. The approximate value of this gift was \$1,000.
2. Foundation Board member Gary Boyer donated \$1,000 to purchase tables and charging stations for the Lone Tree Campus near the classrooms in Buildings 4 and 5. The facilities department has researched suitable furniture and surveyed the location to determine what would work best. The donor has seen the products that facilities requested and has approved the project.
3. Carleton Moore and Bob Barratti gifted the Foundation two meteorites worth approximately \$500. This donation has been accepted by Geology Instructor Kurt Yuengling on behalf of Coconino Community College and will be used in classes and demonstrations. The meteorites will be on permanent display at the Lone Tree Campus.

Mr. Talboom recommended that the District Governing Board accept the donations from Deckers Outdoor Corporation, Gary Boyer, Carleton Moore, and Bob Barratti.

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

INFORMATION REPORTS

District Governing Board

Ms. Jami Van Ess gave an update on the recent Alliance Meeting. That meeting focused on property taxes for each institution and sharing information about enrollment. Ms. April Sandoval will forward the presentation on property taxes from that meeting.

The Arizona Association of District Governing Boards (AADGB) met recently and will be hosting the Governance Institute for Student Success (GISS) on November 29-30, 2017 along with Maricopa and Pima Community Colleges. This event will also include the Governance Leadership Institute as a professional development opportunity for trustees across the state. AADGB is considering a name change.

Academic Affairs and Student Engagement – Ms. Veronica Hipolito and Dr. Gonzalo Perez Ms. Veronica Hipolito and Dr. Gonzalo Perez gave an information report on behalf of Dr. Dudley Gardner who was not able to attend the meeting. For additional information on the report, please see the September 20, 2017 documents file. The report focused on strategic enrollment management efforts in the College, factors impacting community college enrollments, initial fall enrollment data, and strategies the College is using to help improve enrollment rates.

Ms. Hipolito and Dr. Perez also highlighted summer outreach efforts that were made institution-wide. These efforts were initiated when the College noticed that enrollment for the Fall semester was down significantly. The one on one outreach to students resulted in a smaller drop in enrollment than anticipated.

Mr. Lloyd Hammonds requested longitudinal enrollment data for five years to help the Board in future decisions on where to allocate resources.

The Foundation Board will discuss how to get scholarship information to students in the High School 2 CCC Programs. Dr. Colleen Smith gave an update on the status of NAU housing for students in the CCC2NAU program. The change in the availability of housing did impact the College's enrollment this year.

Dr. Gonzalo Perez spoke about new course offerings including a twelve week, late start semester and the addition of more personal enrichment courses.

President's Information Report Dr. Colleen Smith

Dr. Colleen Smith reviewed the many wonderful things that happened at the College in the month of August and encouraged everyone to take time to review the President's Report. Dr. Smith specifically highlighted the efforts of Mr. Jeff Jones to improve the Fourth Street Innovation Center, the efforts of Ms. Kay Leum with the Higher Education Consortium in Page, and improvements made to chemical hygiene in the science labs.

ANNOUNCEMENTS AND FUTURE AGENDA ITEMS

The next District Governing Board meeting will be October 11, 2017 for a Round Table Discussion related to Higher Learning Commission requirements and October 18, 2017 for a Regular Meeting.

The next Foundation Board meeting will be November 14, 2017.

The District Governing Board thanked the Foundation Board for joining the meeting and for all the work the Foundation Board does.

ACTION ITEMS

Presidential Compensation and Contract- Ms. Patricia Garcia

EXECUTIVE SESSION At 7:27 pm a motion was made by Mr. Lloyd Hammonds and seconded by Dr. Nat White to enter into Executive Session pursuant to A.R.S. § 38-431.03(A)(3) for discussion of presidential compensation and contract.

RECONVENE IN OPEN SESSION

Mr. Patrick Hurley motioned to reconvene in open session and Ms. Patricia Garcia seconded the motion. The meeting resumed in open session at 8:05 pm.

Mr. Lloyd Hammonds made a motion to approve amendment 2 to the President’s contract increasing the President’s base salary by 4% and retroactive to July 1, 2017. Dr. Nat White seconded the motion and it was unanimously approved.

ADJOURNMENT: Mr. Lloyd Hammonds made a motion to adjourn the meeting at 8:07 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