

**COCONINO COMMUNITY COLLEGE  
DISTRICT GOVERNING BOARD**

**REGULAR MEETING**

**OCTOBER 18, 2017**



**COCONINO COMMUNITY COLLEGE  
MINUTES OF A REGULAR MEETING  
OF THE  
DISTRICT GOVERNING BOARD  
OCTOBER 18, 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 6:10 pm.

PRESENT: Patricia Garcia  
Lloyd Hammonds  
Patrick Hurley  
Marie Peoples  
Nat White

ABSENT: None

Also Present: Dr. Colleen Smith, CCC President; Dr. Kimberly Batty-Herbert, Mr. Dan Begay, Ms. Colleen Carscallen, Mr. Brian Francis, Dr. Dudley Gardner, Ms. Kimmi Grulke, Mr. Jeff Jones, Ms. Kay Leum, Ms. Siri Mullaney, Dr. Gonzalo Perez, , Ms. April Sandoval, Mr. Kurt Stull, Mr. Scott Talboom, 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 October 18, 2017 documents file.

**Follow Up**

- None

**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 the Work Session, September 20, 2017  
Minutes of the Regular Meeting, September 20, 2017  
Separations/New Hires

Mr. Patrick Hurley moved to approve the Consent Agenda and Dr. Marie Peoples 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 Mission and Vision is still ongoing. All other follow up items were addressed in the work session.

## **INTRODUCTION OF GUESTS**

There were no guests present.

## **CALL TO THE PUBLIC**

There was no response to the call to the public.

## **STUDENT SUCCESS - Foundation for Student Success Project Update – Ms. Lisa Duskocil, Mr. Brian Francis, Ms. Maya Lanzetta, and Ms. Sonia Tris**

Dr. Colleen Smith introduced this presentation. This presentation documents the results of work related to a grant the College received from the Foundation for Student Success. The College was one of the first schools to receive this grant. The grant included funds for four College employees to visit a high performing community college, receive mentoring from the high performing community college (Santa Fe Community College), and funding to assist the College in efforts related to customer service and student success. This grant is scheduled to end in February 2019.

Ms. Lisa Duskocil, Anthropology Faculty; Mr. Brian Francis, Director of Academic Advising and Career Planning; Ms. Maya Lanzetta, Math Faculty and Faculty Senate President; and Ms. Sonia Tris, Assistant Registrar and Curriculum Articulation Coordinator gave the presentation. For additional details on the presentation, see the October 18, 2017 documents file.

The Board thanked the presenters, noted the presenter's enthusiasm, and are excited to see the results of this program.

Dr. Nat White left the meeting but a quorum was maintained so the meeting could continue.

## **ACTION ITEMS**

### **Policy 304-00 Online Learning - Dr. Dudley Gardner**

Dr. Dudley Gardner reminded the Board that at the last meeting, Dr. Michael Merica presented the foundation for a policy for online learning. This is one of the structures being put in place to ensure continuation of quality online programs. Dr. Gardner drew the Board's attention to the shared governance practice at the College which is used to ensure that everyone was given a chance to give input into this policy. The version of the policy presented is consistent with Higher Learning Commission and National Council for State Authorization Reciprocity Agreements (SARA), and has been reviewed by legal counsel.

Mr. Lloyd Hammonds made a motion to approve Policy 304-00 Online Learning. Mr. Patrick Hurley seconded the motion and it was unanimously approved.

The Board thanked Dr. Gardner for all of the hard work that was done in this process and is pleased that the policy includes wording referencing the Higher Learning Commission and ensuring a quality learning experience for online education.

## **INFORMATION REPORTS**

### **District Governing Board**

Ms. Siri Mullaney updated the Board on the most recent Alliance meeting. The primary focus of that meeting was to discuss the Coconino County property tax bills. All agencies present discussed their property tax rates and changes to those rates.

Three Board members attended the recent Association for Community College Trustees meeting. Ms. Patricia Garcia requested that board members put together some notes of what they found beneficial from these meetings. The Arizona Association of Community College Trustees hosted a breakfast at this event that focused on diversity.

### **Academic Affairs and Student Engagement** - Dr. Dudley Gardner

Dr. Dudley Gardner talked about the ongoing efforts in Academic Affairs in the following areas:

- Improving the quality of online learning
- Conducting assessment and program review
- Preparing a report on assessment for the Higher Learning Commission that will be shared with the Board at a later date
- Preparing the Quality Initiative for the Higher Learning Commission to meet accreditation requirements for Open Pathways

### **Business Administrative Services** – Ms. Jami Van Ess

#### **Annual Campus Security Report and Security Updates**

Ms. Jami Van Ess and Mr. Kurt Stull gave an overview of the campus crime report and other areas of interest in security. For additional details on the presentation, please see the October 18, 2017 documents file.

The Security Department is making efforts this year to reach out police departments near the College's campuses and develop community partnerships with these departments. Mr. Stull updated the board on training efforts for security staff, articles in monthly employee newsletter related to security, a session offered by security at Employee Development Day on active shooter training, and the work being done to update the Emergency Operation Plan and ensure that necessary training related to that plan has taken place.

#### **Year End Budget Status Report (Fiscal Year 2017)**

Ms. Jami Van Ess reviewed the Year End Budget Status Report. For additional details on the report, please see the October 18, 2017 documents file.

#### **Quarterly Budget Status Report (Fiscal Year 2018)**

Ms. Jami Van Ess reviewed the Quarterly Budget Status Report. For additional details on the report, please see the October 18, 2017 documents file.

The Business Office is trying different approach with these reports and will move to reporting on the status of the budget quarterly instead of monthly. The Board was supportive of reviewing this report on a quarterly basis.

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

**Strategic Plan Update**

Due to the lateness of the hour, Dr. Colleen Smith asked the Board to defer this report as much of the information contained in the report is included in other reports the Board receives.

**President's Report**

Dr. Colleen Smith reviewed several items from the President's Report. For additional details on the report, please see the October 18, 2017 documents file or the webpage for the Office of the President.

**ANNOUNCEMENTS AND FUTURE AGENDA ITEMS**

The next District Governing Board meeting will be December 13, 2017.

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

**MEETING EVALUATION**

The Board particularly enjoyed the presentation and is anxious to follow the progress of the Foundation for Student Success Grant. .

ADJOURNMENT: Mr. Lloyd Hammonds made a motion to adjourn the meeting at 7:18 pm. The motion was seconded by Dr. Marie Peoples 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