

**COCONINO COMMUNITY COLLEGE
DISTRICT GOVERNING BOARD**

REGULAR MEETING

APRIL 23, 2018



**COCONINO COMMUNITY COLLEGE
MINUTES OF A REGULAR MEETING
OF THE
DISTRICT GOVERNING BOARD
APRIL 23, 2018**

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 5:55 pm.

PRESENT: Lloyd Hammonds
Patrick Hurley
Marie Peoples
Nat White

ABSENT: Patricia Garcia

Also Present: Dr. Colleen Smith, CCC President; Ms. Ali Applin, Dr. Monica Baker, Dr. Kimberly Batty-Herbert, Mr. Keith Becker, Mr. David Bowman, Ms. Jean Bowman, Ms. Kaitlin Bowman, Ms. Colleen Carscallen, Ms. Katherine Costa, Ms. Lori Edwards, Mr. Brian Francis, Dr. Dudley Gardner, Ms. Kimmi Grulke, Mr. Brian Harris, Mr. Larry Hendricks, Mr. Ron Hurle, Mr. Jeff Jones, Ms. Kay Leum, Dr. Ingrid Lee, Ms. Emily Lizotte, Mr. Dave Manning, Dr. Michael Merica, Ms. Siri Mullaney, Dr. Gonzalo Perez, Mr. David Ramos, Ms. Sarah Rencher, Mr. Anthony Rivera, Ms. Patti Rusconi, Ms. April Sandoval, Mr. Dietrich Sauer, Mr. Kurt Stull, Mr. Scott Talboom, Ms. Sheila Tomjack, Ms. Magi Van Cleave, Ms. Jami Van Ess, and Ms. Anne Wells.

Reports, summaries, background material and other documents referred to in these minutes can be found in the April 23, 2018 documents file.

Follow Up

- None

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 Work Session – March 14, 2018
Minutes of a Regular Meeting – March 14, 2018
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

Ms. Ali Applin introduced Ms. Marissa Griffin, Ms. Jean Bowman, Ms. Kaitlin Bowman, and Dr. Ingrid Lee.

CALL TO THE PUBLIC

There was no response to the call to the public.

RETIREMENT RECOGNITIONS

The Board congratulated Dr. Monica Baker, Dean of Learning Services for Part Time Faculty; Mr. David Bowman, Computer Information Systems Faculty; Dr. Dudley Gardner, Interim Provost; and Ms. Anne Wells, English Faculty on their impending retirements. The Board thanked them for their service to the College.

ACTION ITEMS

Emeritus Status – Dr. Colleen Smith

Dr. Colleen Smith spoke to the Board about the process and criteria for selecting an emeritus faculty member. Emeritus status is a great honor and recognizes the accomplishments of faculty members both at the College and in the community. Dr. Colleen Smith asked that the Board consider awarding Emeritus Status to Dr. Monica Baker and Mr. David Bowman. Dr. Dudley Gardner spoke about the accomplishments of Dr. Monica Baker.

Dr. Nat White made a motion that the District Governing Board award Dr. Monica Baker emeritus status. The motion was seconded by Mr. Patrick Hurley. The Board members spoke of Dr. Baker's dedication and service to the College and the community in support of the motion. The motion was unanimously approved.

Mr. Jeff Jones presented the nomination for Mr. David Bowman and expressed his support for the nomination. Mr. Jones mentioned how Mr. Bowman has always been very patient with and advocated for his students. Mr. Bowman has also served the college and the community for more than twenty years.

Dr. Marie Peoples made a motion to award Mr. Bowman emeritus status. The nomination was seconded enthusiastically by both Mr. Patrick Hurley and Dr. Nat White and unanimously approved.

Policy 300-00 Academic Processes – Dr. Dudley Gardner

Dr. Dudley Gardner explained the process used to create both of the policies being proposed for approval. Policy 300-00 Academic Processes was designed to help the College meet Higher Learning Commission requirements as well as being flexible enough to serve the College for many years.

Mr. Patrick Hurley moved to approve Policy 300-00 Academic Processes. Dr. Nat White seconded the motion and it was unanimously approved.

Policy 312-00 Academic Committees – Dr. Dudley Gardner

Dr. Gardner also presented Policy 312-00 Academic Committees for approval. This policy documents the committees that are necessary in Academic Affairs to assist the College in achieving excellence and to meet Higher Learning Commission requirements.

Mr. Patrick Hurley made a motion to approve Policy 312-00 Academic Committees. Dr. Marie Peoples seconded the motion. The Board thanked Dr. Gardner and the individuals in Academic Affairs for developing these policies and for the additional commitment to enhance and sustain committees and structures that will help the College excel. The motion was unanimously approved.

Curriculum Changes – Dr. Dudley Gardner

Dr. Dudley Gardner presented the curriculum changes for Academic Year 2018-2019 approved by himself as Interim Provost and the Curriculum Committee. These changes included:

- Retiring 1 AAS program
- Retiring 2 certificate programs
- Adopting 4 new certificate programs
- Retiring 8 courses
- Adopting 3 new courses

For additional details on the changes, please see the April 23, 2018 documents file. Dr. Gardner also spoke of the process used to determine which programs and courses to retire or create courses and programs.

Mr. Patrick Hurley moved to approve the curriculum changes as presented. Dr. Marie Peoples seconded the motion and it was unanimously approved.

INFORMATION REPORTS

District Governing Board

Mr. Patrick Hurley gave an update on the most recent Alliance meeting and the topics discussed. The Alliance has recommitted to the founding principles of the group and is working to increase the collaboration between members of the Alliance.

The Foundation Board and The Association of District Governing Boards have not met in the last month.

Academic Affairs and Student Engagement - Dr. Dudley Gardner

Dr. Dudley Gardner responded to a request from the Board to learn how assessment is being used to help improve student learning. Dr. Gardner gave a presentation on assessment and its relationship to student learning. Ms. Colleen Carscallen and Ms. Sarah Southwick reviewed a poster presentation that was given at the most recent HLC conference. This was the second year in a row that the College had a poster accepted for the poster session. For additional details on the presentation and poster, please see the April 23, 2018 documents file.

Business and Administrative Services – Ms. Jami Van Ess

Ms. Jami Van Ess reviewed the budget status report with the Board, reviewed current enrollment data, and gave a presentation on some of the strategic enrollment management efforts going on at the College. For additional details on the reports and presentation, please see the April 23, 2018 documents file.

The Board suggested that the Strategic Enrollment Management group develop goals that are a stretch but are still realistic and achievable. The Board felt that the College’s students are worth stretching for and the excellent employees at CCC would be able to achieve these goals.

Information Technology Update – Mr. Ron Hurle

Mr. Ron Hurle updated the Board on efforts that are ongoing in Information Technology Services. For additional details on the report, please see the April 23, 2018 documents file.

President’s Report- Dr. Colleen Smith

Dr. Smith highlighted several items on this month’s President’s Report and spoke of the successes of our students, faculty, and staff as well as things like the Ed Talks series that is helping to develop our relationship with the community.

ANNOUNCEMENTS AND FUTURE AGENDA ITEMS

The next District Governing Board meeting will be May 21, 2018.

The next Foundation Board meeting will be May 8, 2018.

MEETING EVALUATION

The Board felt that they received a tremendous amount of information and that the presentations were very well done.

ADJOURNMENT: Mr. Patrick Hurley made a motion to adjourn the meeting at 8:05 pm. The motion was seconded by Dr. Marie Peoples and unanimously approved.

MINUTES PREPARED BY:

Ms. April Sandoval
Board Recorder

Mr. Lloyd Hammonds
Vice Chair/Secretary of the Board