

**COCONINO COMMUNITY COLLEGE  
DISTRICT GOVERNING BOARD**

**WORK SESSION**

**MAY 21, 2018**



**COCONINO COMMUNITY COLLEGE  
MINUTES OF A WORK SESSION  
OF THE  
DISTRICT GOVERNING BOARD  
MAY 21, 2018**

A Work Session 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 4:02 pm.

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

ABSENT: None

Also Present: Dr. Colleen Smith, CCC President; Ms. Ali Applin, Dr. Kimberly Batty-Herbert, Ms. Colleen Carscallen, Mr. Larry Hendricks, Ms. Veronica Hipolito, Mr. Jeff Jones, Ms. Siri Mullaney, Dr. Gonzalo Perez, Mr. Anthony Rivera, Ms. Suzzanna Rodriguez, Ms. April Sandoval, Mr. Dietrich Sauer, Mr. Kurt Stull, Mr. Scott Talboom, Ms. Juanita Tarango, Ms. Jami Van Ess, Mr. Bob Voytek, and Mr. Brian Wilson.

Reports, summaries, background material and other documents referred to in these minutes can be found in the May 21, 2018 documents file.

**Follow Up**

- Policies 21-00, 22-00, and 23-00 will be revised and brought back to the board for review or approval based on the discussion from the May 21, 2018 Board meeting.
- The President's Evaluation will proceed with a mid-year evaluation meeting with the Board Chair and President; the President completing a self-evaluation; and the Board meeting as a group to develop the President's evaluation.

**FOLLOW UP ITEMS**

Ms. Patricia Garcia reviewed the follow up items with the Board.

**DISCUSSION/INFORMATION ITEMS**

**A. Budget and Property Tax Information – Ms. Jami Van Ess**

This item was added to the agenda to allow Board members to ask questions about the budget and property tax information prior to the action items in today's budget and truth in taxation meetings. Board members had no questions but did hear an update from Bob Voytek on questions related to financial aid, Pell grants, and outreach that were asked during the April 2018 budget presentation.

**B. Policy and Procedure Review – Ms. Patricia Garcia**

Policy 21-00 Code of Ethics

The Board requested additional guidance from legal counsel on the suggested changes to this policy. Specifically, the Board asked if there was any case law that prohibits the Board from censuring a Board member and to obtain additional information on what options may be allowed if a Board member is not following open meeting law or does not respond to efforts to correct their behavior.

Policy 22-00 Roles/Responsibilities

This policy will be revised to replace the existing criteria with the items researched and suggested by Mr. Lloyd Hammonds. The new criteria will be broken into categories similar to what is in the current policy. The item related to establishing policies to attract and retain quality personnel will be split into two items. Board members were encouraged to send suggestions to Dr. Colleen Smith or Ms. April Sandoval for revisions to the item concerning the Board acting as a singular unit.

Policy 23-00 Conflict of Interest

This policy will be revised to require Board members to complete a conflict of interest disclosure on an annual basis. A conflict of interest disclosure form based on the examples provided to the Board will be added to the procedure. The Board also asked that the revised policy be brought back to them for approval.

**C. President’s Evaluation Process – Ms. Patricia Garcia**

The Board would like to proceed with a mid-year evaluation of the President which would consist primarily of a review of the President’s goals and progress towards these goals. Following that review, the President would start completing a self-evaluation using the updated evaluation tool. After the Board receives the President’s self-evaluation, the Board would like to meet as a group to develop a final evaluation of the President in an Executive Session. Board members may choose to fill out the evaluation tool individually but the final evaluation will consist of a single evaluation from the Board.

At the completion of this year’s evaluation process, the Board will reflect on the process used and make changes as needed.

ADJOURNMENT: The Work Session Adjourned at 5:14 pm.

**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