

**COCONINO COMMUNITY COLLEGE  
DISTRICT GOVERNING BOARD**

**REGULAR MEETING**

**AUGUST 15, 2018**



**COCONINO COMMUNITY COLLEGE  
MINUTES OF A REGULAR MEETING  
OF THE  
DISTRICT GOVERNING BOARD  
AUGUST 15, 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 6:00 pm.

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

ABSENT: None

Also Present: Dr. Colleen Smith, CCC President; Ms. Julie Baumgartner, Mr. Keith Becker, Ms. Bernice Carver, Ms. Colleen Carscallen, Ms. Kimmi Grulke, Mr. Brian Harris, Mr. Larry Hendricks, Ms. Veronica Hipolito, Mr. Jeff Jones, Ms. Kay Leum, Dr. Michael Merica, Dr. Gonzalo Perez, Mr. Anthony Rivera, Ms. Suzzanna Rodriguez, Ms. April Sandoval, Mr. Bobby Sedillo, Dr. Nate Southerland, Mr. Kurt Stull, Mr. Scott Talboom, Ms. Jami Van Ess, Mr. Bob Voytek, Ms. Isabella Zagare, and Mr. Cameron Zucker.

Reports, summaries, background material and other documents referred to in these minutes can be found in the August 15, 2018 documents file.

**Follow Up**

- None

**ADOPTION OF AGENDA**

Dr. Marie Peoples moved to approve the agenda and Mr. Patrick seconded the motion. There was no discussion on the motion. The agenda was approved as presented (Ms. Garcia, Mr. Hurley, Mr. Hammonds, Dr. Peoples, and Dr. White voting in favor).

**ADOPTION OF CONSENT AGENDA**

Minutes of a Work Session – June 18, 2018  
Minutes of a Regular Meeting – June 18, 2018  
Separations/New Hires

Mr. Patrick Hurley moved to approve the Consent Agenda and Mr. Lloyd Hammonds seconded the motion. There was no discussion on the motion. The motion was unanimously approved (Ms. Garcia, Mr. Hurley, Mr. Hammonds, Dr. Peoples, and Dr. White voting in favor).

## **FOLLOW UP ITEMS**

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

## **INTRODUCTION OF GUESTS**

Mr. Larry Hendricks introduced Ms. Bernice Carver.

## **CALL TO THE PUBLIC**

Ms. Bernice Carver responded to the call to the public and spoke of her experience in helping local agencies accomplish their tobacco free policies and a possible grant opportunity from the Truth Initiative to assist campuses in going tobacco free.

## **CCC EXCELLENCE - Government Finance Officers Association Certificate of Achievement** – Dr. Colleen A. Smith

Dr. Colleen Smith presented to Ms. Jami Van Ess the Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting for the College's fiscal year 2017 Comprehensive Annual Financial Reports. This is the 23<sup>rd</sup> consecutive year that CCC has received this award. According to the Government Finance Officers Association, "The Certificate of Achievement is the highest form of recognition in the area of governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management."

Ms. Jami Van Ess accepted the award on behalf of the Business Office and spoke about the team efforts towards achieving this award.

## **ACTION ITEMS**

### **Policy 21-00 Code of Ethics** – Ms. Patricia Garcia

The Board discussed this policy and the suggested changes at some length in previous work sessions.

Dr. Nat White made a motion that that the Board adopt the changes to Policy 21-00 Code of Ethics as presented and Mr. Lloyd Hammonds seconded the motion. There was no discussion on the motion. The motion was unanimously approved (Ms. Garcia, Mr. Hurley, Mr. Hammonds, Dr. Peoples, and Dr. White voting in favor).

### **Policy 22-00 Roles/Responsibilities** – Ms. Patricia Garcia

The Board discussed this policy and the suggested changes at some length in previous work sessions.

Mr. Lloyd Hammonds made a motion that that the Board adopt the changes to Policy 21-00 Code of Ethics as presented and Dr. Nat White seconded the motion.

Discussion on the motion consisted of a comment made by Dr. Marie Peoples who still has pause over item one, acting as a singular unit and speaking with one voice.

The motion was unanimously approved (Ms. Garcia, Mr. Hurley, Mr. Hammonds, Dr. Peoples, and Dr. White voting in favor).

**Coconino County Election Services Intergovernmental Agreement**– Dr. Colleen A. Smith  
Dr. Marie Peoples abstained from the discussion and approval of this item.

Dr. Colleen Smith presented the Intergovernmental Agreement with Coconino County Election Services that covers the College’s ballot initiative related to Proposition 417. The agreement has been approved by legal counsel is similar to what the Board has approved in the past. The charge to place this item on the ballot is anticipated to be \$156,000 for an estimated 78,000 voters. The College will also incur expenses related to printing and mailing the legally required publicity pamphlet for the election.

Dr. Smith recommended that the Board approve the Coconino County Elections Services Intergovernmental Agreement and authorize her, as the College President, to sign the agreement.

Mr. Lloyd Hammonds made a motion to accept the recommendation that was seconded by Mr. Patrick Hurley. There was no discussion on the motion. The motion was approved (Ms. Garcia, Mr. Hurley, Mr. Hammonds, and Dr. White voting in favor). Dr. Marie Peoples abstained.

Dr. Nat White mentioned that he heard from Supervisor Lena Fowler that all questions for this election including the Navajo Nation questions will happen on the same date and at the same time.

**City of Page Intergovernmental Agreement** – Dr. Nate Southerland

Dr. Nate Southerland presented this agenda item which is a renewal of the intergovernmental agreement for the Page Library which on the same property as the College’s Page Instructional Site. Part of this agreement includes services provided to CCC students by the librarians. This is not a substantive revision, and instead carries forward the terms of the IGA used in the past.

Dr. Southerland recommended that the District Governing Board adopt a motion to approve the Intergovernmental Agreement with the City of Page as presented and authorize the President to sign the agreement.

Mr. Lloyd Hammonds made a motion to adopt the recommendation and Dr. Marie Peoples seconded the motion. There was no discussion on the motion. The motion was unanimously approved (Ms. Garcia, Mr. Hurley, Mr. Hammonds, Dr. Peoples, and Dr. White voting in favor).

Dr. Nat White made a comment about the trail near the Page Campus and Library indicating that the signage on the trail does not mention the College.

**Havasupai Tribe Education Agreement Renewal** – Dr. Gonzalo Perez

Dr. Gonzalo Perez presented this item and referenced an Arizona Daily Sun article mentioning a trip he and Dr. Nate Southerland made to Havasupai to assist students with signing up for the GED program. Dr. Perez also spoke about the structure put in place to help these students be successful and continue with their education.

Dr. Perez recommended that the Board approved the extension of the Distance Learning agreement with the Havasupai Tribe and that the Board authorize the President to sign the agreement.

Dr. Marie Peoples made a motion to adopt the recommendation and Mr. Patrick Hurley seconded the motion. There was no discussion on the motion. The motion was unanimously approved (Ms. Garcia, Mr. Hurley, Mr. Hammonds, Dr. Peoples, and Dr. White voting in favor).

**NAIPTA Intergovernmental Agreement to Extend the Bus Pass Program** – Ms. Jami Van Ess Ms. Jami Van Ess, Ms. Veronica Hipolito, and Mr. Bobby Sedillo all worked to develop an extension to the existing intergovernmental agreement between the College and NAIPTA for the bus pass program. The great news is that the extension of the program will incur no cost for the College.

Ms. Van Ess recommended that the District Governing Board adopt a motion approving Amendment 3 to the NAIPTA IGA to continue the pilot bus program for fiscal year 2019.

Ms. Patricia Garcia was happy to see this item come back to the board and feels it is a great service to students.

Mr. Hurley suggested corrections to the recommendation to reference addendum 2 and to include language to authorize the President to sign the addendum.

Dr. Marie Peoples made a motion to adopt the recommendation as corrected and Mr. Patrick Hurley seconded the motion. There was no discussion on the motion. The motion was unanimously approved (Ms. Garcia, Mr. Hurley, Mr. Hammonds, Dr. Peoples, and Dr. White voting in favor).

The Board gave direction that all future recommendations to approve items that require a signature include language that authorizes the President to sign these agreements.

Dr. Collen Smith thanked Ms. Veronica Hipolito for her service on the NAIPTA Board of Directors and for her assistance in getting this agreement approved at no cost to the College.

## **INFORMATION REPORTS**

### **District Governing Board**

The Foundation Board and the Alliance have not meet since the last District Governing Board meeting. The Arizona Association of Community College Trustees (AACCT) will not meet until August 24, 2018.

Ms. Patricia Garcia has been working with AACCT to set up the Arizona breakfast at the ACCT congress in October. More than 30 trustees are planning to attend the breakfast.

### **Academic Affairs and Student Engagement** – Dr. Nate Southerland

Dr. Nate Southerland began his report by talking about the new faculty members, both full and part-time, who have joined the College and the orientation process for faculty members. His focus this fall will be reinvigorating and revitalizing first year courses, bringing passion introductory

level classes, making sure students have a transformative experience in their first year at the College, and how faculty can better use the College's learning management system, Canvas, to help students. He also spoke about work to address barriers students may encounter, efforts in Student Development to get students ready for fall classes, and courses offered in the Grand Canyon.

Mr. Patrick Hurley asked about a computer lab the College had installed at the Grand Canyon and the disposition of the equipment from that lab.

Mr. Lloyd Hammonds would like to hear periodic updates on the Grand Canyon and other remote areas the College serves.

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

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

Ms. Jami Van Ess presented the Budget Document for Fiscal Year 2019. This document is the culmination of the work done throughout the College to develop the budget for Fiscal Year 2019. Ms. Van Ess recognized the work of others in her department and introduced Ms. Isabella Zagare, the new Executive Director of Accounting. Ms. Van Ess highlighted the information available in the budget document. This item is posted on the College website and is available in the August 15, 2018 documents file.

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

Dr. Colleen Smith highlighted some of the items on the President's Report. For additional information on the report, please see the August 15, 2018 documents file.

Dr. Smith also showed the Board the most recent college organizational chart. Dr. Smith talked about the work that went into developing this organizational structure and the work being done to analyze shared governance and committees to lessen time spent in meetings to allow more time for other initiatives to be implemented.

**ANNOUNCEMENTS AND FUTURE AGENDA ITEMS**

The next District Governing Board meeting will September 13-14, 2018 (Retreat) and September 19, 2018 (Regular Meeting)

The next Foundation Board meeting will be September 19, 2018 – Joint meeting with the District Governing Board. Ms. Patricia Garcia encouraged all Board members to attend as this is the one time both boards meet together.

ADJOURNMENT: Dr. Marie Peoples made a motion to adjourn the meeting at 7:13 pm and Mr. Lloyd Hammonds seconded the motion. There was no discussion on the motion and it was unanimously approved (Ms. Garcia, Mr. Hurley, Mr. Hammonds, Dr. Peoples, and Dr. White voting in favor).

**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