

**COCONINO COMMUNITY COLLEGE
DISTRICT GOVERNING BOARD**

REGULAR MEETING

SEPTEMBER 19, 2018



**COCONINO COMMUNITY COLLEGE
MINUTES OF A REGULAR MEETING
OF THE
DISTRICT GOVERNING BOARD
SEPTEMBER 19, 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 5:43 pm.

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

ABSENT: None

FOUNDATION BOARD MEMBERS: Cheryl Blume
Gary Boyer
Christina Caldwell
Tom DeStefano
Reggie Eccleston
Doug King
Gail Lowe
Alan Petersen
Andy Phillips
Joey Smith
Lee Treece

Also Present: Dr. Colleen Smith, CCC President; Mr. Keith Becker, Mr. Anthony Caniglia, Ms. Colleen Carscallen, Mr. Brian Francis, Ms. Kimmi Grulke, Mr. Larry Hendricks, Ms. Veronica Hipolito, Mr. Jeff Jones, Mr. Brian Klimowksi, Ms. Maya Lanzetta, Ms. Kay Leum, Mr. Jeff Norton, Dr. Gonzalo Perez, Mr. Anthony Rivera, Ms. April Sandoval, Mr. Bobby Sedillo, Dr. Nate Southerland, Mr. Kurt Stull, Mr. Scott Talboom, Ms. Juanita Tarango, Ms. Jami Van Ess, Mr. Bob Voytek, and Ms. Isabella Zagare.

Reports, summaries, background material and other documents referred to in these minutes can be found in the September 19, 2018 documents file.

Follow Up

- Mr. Patrick Hurley requested that Dr. Narcisa Polonio follow up with some ideas for using consent agendas.
- The Diversity Statement will be brought back to the October Board meeting for approval.

ADOPTION OF AGENDA

Mr. Patrick Hurley moved to approve the agenda and Dr. Nat White seconded 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 – August 15, 2018

Minutes of a Regular Meeting – August 15, 2018

Separations/New Hires

Mr. Patrick Hurley moved to approve the Consent Agenda and Mr. Lloyd Hammonds seconded the motion.

Discussion on the motion included a request from Mr. Patrick Hurley to have consultant Dr. Narcisa Polonio follow up with more information on using consent agendas.

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

INTRODUCTION OF BOARDS AND GUESTS

The District Governing and Foundation Board members introduced themselves.

Additional guests included Mr. Brian Klimouski with the National Weather Service and Mr. Anthony Caniglia, an NAU graduate student.

FOLLOW UP ITEMS

There were no follow up items.

CALL TO THE PUBLIC

There was no response to the call to the public.

CCC EXCELLENCE – The City of Flagstaff, Economic Development Week Proclamation

A. Storm Ready Certification Award – Mr. Brian Klimowksi, National Weather Service

Mr. Brian Klimoski presented the College with a Storm Ready Certification Award on behalf of the National Weather Service. This award recognized a job well done, being proactive, and taking steps to be a storm ready community. The College has taken action to ensure that communication and safeguards are in place to ensure that the College community is ready for extreme weather and weather events.

B. Diversity and Inclusion Plan – Ms. Veronica Hipolito and Mr. Dietrich Sauer

Ms. Veronica Hipolito, representing the Diversity Committee, presented the Diversity and Inclusion Plan. For additional details on the plan, please see the September 19, 2018 documents file. Ms. Hipolito highlighted the major themes in the plan which were:

1. Establish an ongoing structure in support of diversity and inclusion that makes every student feel welcome and safe.
2. Focus upon recruitment and retention of underrepresented employee populations.
3. Focus upon recruitment and retention of underrepresented student populations.
4. Establish sustainable professional development programs for employees regarding diversity and inclusion.
5. Acknowledge and encourage cross-cultural awareness within instruction and the curriculum.
6. Establish and maintain a data management process to measure, evaluate and recommend action on the College's performance in support of each plan component.

Questions or comments on the plan included a definition on what co-curricular activities were, commending the work the committee did to develop the plan, and whether the College was coordinating diversity efforts with the public schools.

JOINT DGB/FOUNDATION DISCUSSION

1. Foundation Board Goals

Mr. Andy Phillips, President of the Foundation Board, discussed the Foundation Board Goals. At the joint DGB/Foundation meeting last year, he spoke about the Foundation's three-pronged approach, which would maintain scholarship programs and increase the number and amount of dollars provided, support the College in any endeavor including such things as the override, and create a sustainable investment strategy for the Foundation.

Over the past year, the Foundation Board has been working to finalize the sustainable investment strategy program and that program was approved at a Foundation Board meeting earlier today. The Board will shift to creating an investment strategy and a very meaningful budget that would incorporate the Foundation's newly developed strategic plan.

Mr. Phillips asked District Governing Board members for guidance in what areas they would like to see the Foundation Board assist the College and focus the initiatives in the Foundation strategic plan. The Foundation Board would like to create a dialogue about the Foundation operating agreement earlier in the Spring and have it prepared for approval before it expires in June 2019.

Dr. Nat White and Ms. Patricia Garcia talked about ways the Foundation Board could assist the College in supporting Proposition 417 including letting the College know about groups or people the College could present to and attending community education presentations. Please work with Ms. April Sandoval for information on the presentation schedule.

Dr. Colleen Smith commended the Foundation Board in both the sustainable investment strategy and strategic planning process.

2. DGB Priorities 2018-2019

Dr. Nat White pointed out the draft DGB 2018-2019 priorities and asked for the Foundation's help in these areas and ways the Foundation could support these goals. Dr. White encouraged Foundation Board members to talk to members of the community and pass back to the District Governing Board any feedback they receive.

Mr. Patrick Hurley spoke about the Economic and Workforce Development priority and ways the Foundation Board could assist. He suggested Foundation Board Members talk to businesses about possible donations. The Boards discussed ways the Foundation can assist in raising funds for workforce and economic development and community efforts that are underway to support this area.

Chair Patricia Garcia thanked the Foundation Board for all of their work throughout the year. She also pointed out the importance of the Foundation Board's efforts at raising scholarship dollars to help students be successful.

ACTION ITEMS

Foundation Operating Agreement – Mr. Scott Talboom

The District Governing Board and Coconino Community College Foundation Board reviewed and approved a new operating agreement between both parties for a period from July 1, 2017 through June 30, 2018. The original agreement contains an option to renew the agreement annually through a mutual agreement signed by both parties. By exercising this option for the first time, the parties now agree to extend the agreement for the period from July 1, 2018 through June 30, 2019.

Mr. Scott Talboom recommended that the District Governing Board approve the Coconino Community College Foundation Operating agreement renewal for fiscal year 2019 and authorize the President to sign the agreement.

Dr. Nat White asked if the addendum was the document that allowed for renewal of the agreement.

Mr. Scott Talboom mentioned that this item was normally prepared earlier in the year and will be brought to both boards in time to renew the agreement before July 1, 2019.

Ms. Patricia Garcia clarified that the DGB would approve this item now to cover the time period of July 1, 2018 to June 30, 2019 and will review again in the Spring for the time period of July 1, 2019 to June 30, 2020.

Mr. Patrick Hurley moved to approve the addendum and authorize the President to sign the addendum. Dr. Nat White seconded the motion. The motion was unanimously approved (Ms. Garcia, Mr. Hurley, Mr. Hammonds, Dr. Peoples, and Dr. White voting in favor.)

Diversity and Inclusion Statement – Ms. Veronica Hipolito

Ms. Veronica Hipolito presented the Diversity and Inclusion statement which was developed by the Diversity Committee as part of the Diversity Plan and which incorporated feedback from all employees at the College. The statement reads:

“Coconino Community College recognizes and respects diversity and the value it brings to our communities. We appreciate and welcome cultures, identities, beliefs, experiences and all that makes us unique. CCC champions and takes action to build an inclusive working and learning environment. We are allies and advocates, navigating respectful dialogue about our shared humanity.”

Ms. Hipolito recommended that the board adopt the Diversity and Inclusion Statement.

Mr. Hammonds had several comments. He wondered whether or not this item should be considered this evening because of one of the Board's priorities focused on Diversity, Inclusion, and Access. To him, it seemed a little out of order to approve this statement first and then approve the overarching priority at a later time. Mr. Hammonds was supportive of the statement, but would prefer that the Board look at approving this item at the October board meeting.

Mr. Hammonds also commented that he would like to see something in the sentence that starts with "CCC champions and takes action..." about creating a welcoming environment. Often diversity is an issue of whether or not individuals feel welcomed in an environment or not and the committee may have already captured that thought.

Dr. Nat White asked if there was any issue with postponing the vote. Ms. Veronica Hipolito did not feel this would affect the implementation of the Diversity Plan.

Dr. Colleen Smith reminded the Board that there was a previous presentation on diversity that included this statement and that the Board had asked that it be returned for approval and input from the Board.

Ms. Patricia Garcia thanked the Diversity Committee for the work done on the plan.

Ms. Garcia asked if the Board preferred bringing this item back in October or November. The Board discussed the need for additional time to review the statement after the Board's priorities were adopted. Mr. Hammonds is not looking at reworking or rewriting the statement, he wanted to ensure that is consistent with the priorities the Board is going to approve. This is not just a statement the Board will approve but is the Board's commitment and the College's statement on diversity.

Ms. Hipolito mentioned that the Diversity Committee was comfortable moving forward with the diversity plan and bringing the statement back for approval.

Mr. Patrick Hurley mentioned that the Board will review their priorities at the October board meeting and suggested that the statement be reviewed at that point.

Mr. Hammonds clarified that he was not thinking about wordsmith or rewriting the statement, he just wants to ensure that it is consistent with the priorities that the Board is going to approve. He also pointed out that approval of this statement is the Board's commitment to and official statement on diversity.

Dr. Nat White mentioned that he felt very comfortable with the statement and moving forward now.

Ms. Garcia stressed that this issue was very important and just wanted to ensure the Board has time for the appropriate discussions.

Mr. Lloyd Hammonds moved to postpone this agenda item until the October board meeting. Mr. Patrick Hurley seconded the motion. The motion was unanimously approved (Ms. Garcia, Mr. Hurley, Mr. Hammonds, Dr. Peoples, and Dr. White voting in favor.)

Policy 25-00 Policy Development/Approval – Ms. Patricia Garcia

Policy 25-00 Policy Development/Approval was revised based on direction from the Board at the August 15, 2018 Work Session.

There was no discussion on this item.

Mr. Patrick Hurley moved to approve Policy 25-00. Mr. Lloyd Hammonds seconded the motion and it was unanimously approved (Ms. Garcia, Mr. Hurley, Mr. Hammonds, Dr. Peoples, and Dr. White voting in favor.)

INFORMATION REPORTS

District Governing Board

AACCT has not met since the last meeting, the Foundation Board participated in the meeting, and the Alliance will meet on Friday.

Academic Affairs and Student Engagement – Dr. Nate Southerland

Dr. Southerland talked about the start of the Fall semester and talked about some of the great things happening. His comments focused on the many ways Academic Affairs and Student Engagement are working to eliminate roadblocks for students including the pathways project, course scheduling, and placement testing.

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 reviewed the year-end budget report and a report on enrollment. For additional details on these items, please see the September 19, 2018 documents file.

President's Report - Dr. Colleen Smith

Dr. Colleen Smith did not prepare a written President's report this month due to all the activity happening around the educational outreach effort. Dr. Smith pointed out the presentations and events that are going on to educate our communities throughout the state.

There will be an event this Sunday afternoon from 2-4 p.m. and Ride Along will be playing at the Mountaineer Tavern. Dr. Smith encouraged everyone to attend.

Dr. Smith also highlighted a service project happening at the Grand Canyon on Saturday for students, faculty, and staff to volunteer to paint buildings at the Canyon. The Secretary of the Interior is attending the event and specifically asked to work with CCC Volunteers.

ANNOUNCEMENTS AND FUTURE AGENDA ITEMS

The next District Governing Board meeting will be October 17, 2018.

The next Foundation Board meeting will be November 13, 2018.

MEETING EVALUATION

The Boards thanked each other for their participation in the meeting.

ADJOURNMENT: Mr. Patrick Hurley made a motion to adjourn the meeting at 7:17 pm. The motion was seconded by Mr. Lloyd Hammonds and unanimously approved (Ms. Garcia, Mr. Hurley, Mr. Hammonds, Dr. Peoples, and Dr. White voting in favor.)

MINUTES PREPARED BY:

Ms. April Sandoval
Board Recorder

Mr. Lloyd Hammonds
Vice Chair/Secretary of the Board

Ms. Patricia Garcia
Board Chair