

**COCONINO COMMUNITY COLLEGE
DISTRICT GOVERNING BOARD**

REGULAR MEETING

OCTOBER 17, 2018



**COCONINO COMMUNITY COLLEGE
MINUTES OF A REGULAR MEETING
OF THE
DISTRICT GOVERNING BOARD
OCTOBER 17, 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
Nat White

ABSENT: Marie Peoples

Also Present: Dr. Colleen Smith, CCC President; Dr. Kimberly Batty-Herbert, Mr. Brian Francis, Ms. Kimmi Grulke, Mr. Brian Harris, Mr. Ron Hurle, Ms. Susie Garretson, Mr. Gregory Jay, Mr. Jeff Jones, Mr. Doug King, Ms. Kay Leum, Ms. Maya Lanzetta, Ms. Gail Lowe, Dr. Michael Merica, Dr. Gonzalo Perez, Mr. Anthony Rivera, Ms. April Sandoval, Mr. Dietrich Sauer, Mr. Bobby Sedillo, Dr. Nate Southerland, Mr. Scott Talboom, 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 October 17, 2018 documents file.

Follow Up

- Chair Garcia asked that all board packets used at meetings include all links, even if an item does not have back up information.
- The DGB Goals and President/Administrative Goals action item will be postponed to the next meeting.
- The Diversity Statement action item will be postponed to the next meeting.
- Ms. April Sandoval will work with the Board to find an alternate date for the November Board meeting.

ADOPTION OF AGENDA

Mr. Patrick Hurley made a motion to postpone the action items related to the DGB Goals and Priorities and the President's Goals to the next meeting. Dr. Nat White seconded the motion and it was unanimously approved (Ms. Garcia, Mr. Hammonds, Mr. Hurley, and Dr. White voting in favor).

Mr. Hurley moved to approve the agenda as revised and Dr. Nat White seconded the motion. The agenda was approved as presented (Ms. Garcia, Mr. Hammonds, Mr. Hurley, and Dr. White voting in favor).

ADOPTION OF CONSENT AGENDA

- A. Minutes of a Special Meeting – September 13-14, 2018
- B. Minutes of a Work Session – September 19, 2018
- C. Minutes of a Regular Meeting – September 19, 2018
- D. Separations/New Hires
- E. Distance Learning Agreement with the Havasupai Tribe – Dr. Gonzalo Perez

Mr. Patrick Hurley asked to pull item E out of the consent agenda because he wanted to hear the presentation for this item.

Mr. Patrick Hurley made a motion to approve all consent agenda items except item E. Dr. Nat White seconded the motion and it was unanimously approved (Ms. Garcia, Mr. Hammonds, Mr. Hurley, and Dr. White voting in favor).

Dr. Gonzalo Perez presented item E that was a distance learning agreement with the Havasupai Tribe. This agreement is the Havasupai Tribe's response to the agreement extension the District Governing Board approved last month. The Tribe requested that rather than extend the expired agreement, the College and the Tribe enter into a new agreement with the same terms as the previous agreement. This agreement covers distance-learning services for GED programs for the Havasupai Tribe.

Dr. Nat White mentioned that in going out to the tribal nations, visiting with them, and in getting the Navajo Nation Chapters to agree to a resolution, he faced similar issues. Dr. White asked if the changes were content-based or just a change in format. Dr. Perez stated that the content was the same as the original agreement. Dr. White thanked Dr. Perez for all the work on this program.

Dr. Nat White made a motion to accept the recommendation that the District Governing Board adopt a motion to approve the Distance Learning Agreement with the Havasupai Tribe and authorize the College President to sign the Agreement. The motion was seconded by Mr. Patrick Hurley and unanimously approved (Ms. Garcia, Mr. Hammonds, Mr. Hurley, and Dr. White voting in favor).

FOLLOW UP ITEMS

Ms. Patricia Garcia reviewed the follow up items with the Board. All items have been completed or deferred to the November Board meeting.

Chair Garcia asked that all board packets used at meetings include all links, even if an item does not have back up information.

INTRODUCTION OF GUESTS

Mr. Brian Harris introduced two guests from Thriving CCC, Ms. Gail Lowe and Ms. Susie Garretson.

CALL TO THE PUBLIC

Ms. Gail Lowe and Ms. Susie Garretson responded to the call to the public from the Political Action Committee, Thriving CCC. Ms. Gail Lowe gave an update on the actions of the PAC and

mentioned that many individuals, organizations, and elected officials are listed as proud supporters of Proposition 417. Ms. Lowe also read the list of supporters for the Board.

Ms. Susie Garretson updated the group on efforts to reach the more rural areas of the County to support the efforts the College is making to inform the community about Proposition 417. Ms. Garretson asked for permission to use Board member's names on Thriving CCC's endorsement list. The PAC is also looking for donations and for people to place yard signs on their property.

The Board thanked Ms. Lowe and Ms. Garretson for all the work the PAC has done over the past few months.

ACTION ITEMS

DGB Goals, Priorities, and President/Administration Goals – Ms. Patricia Garcia

This item was postponed to the November meeting.

Diversity and Inclusion Statement – Ms. Veronica Hipolito and Mr. Dietrich Sauer

This item was postponed to the November meeting.

INFORMATION REPORTS

District Governing Board

Mr. Patrick Hurley updated the group on the most recent Alliance Meeting, which focused on property taxes and upcoming ballot initiatives. Mr. Hurley asked that a copy of the property tax presentation be included in the Board packet.

Dr. Nat White reported that the Foundation has not met in the past month.

Mr. Lloyd Hammonds updated the group on the most recent Arizona Association of Community College Trustees (formerly AADGB). The group will be meeting at the Association of Community College Trustees (ACCT) Annual Leadership Congress and will be hosting a breakfast meeting for all Arizona trustees.

Academic Affairs and Student Engagement – Dr. Nate Southerland

Dr. Southerland highlighted a few events hosted by Academic Affairs recently:

- The Science Night event hosted by the College as part of the Flagstaff Festival of Science
- READ Feast which included local authors and poets
- A poetry writing exercise with the Museum of Northern Arizona's poet-in-residence
- Some of the student sponsored events being planned including an upcoming STEM Festival and Art showcase.

Dr. Southerland mentioned that the College anticipates bringing forward a contract for customer relationship management (CRM) tool. This is a software package that will help the College overhaul the admissions and recruitment processes and implement many of the recommendations made in the business process review.

Academic Affairs is working with faculty members to develop pathways for students. There are two definitions of pathways. The College is using pathways to refer to a structured sequence for

students to use in moving towards completing a degree or certification. Choice architecture is being used to help students find and get on a pathway. There will be eight areas of interest that will help students find the specific program they want to complete. Students will then join a pathway to complete the program.

Academic Affairs made a recommendation, supported by faculty members, to help alleviate the confusion experienced by students in selecting an associate's degree for a transfer program. Faculty have tasked the Curriculum Committee with creating a proposal to collapse all transfer degrees into one AA and one AS program.

There will be work done in the area of placement testing and how that process affects students. Academic Affairs is investigating how the College can update the placement process to get students into college level classes sooner and be successful in those classes.

Mr. Patrick Hurley asked for a written document for how the College is working in the pathways process to take with him to the ACCT Leadership Congress. Dr. Nate Southerland will send forward that information with the help of Brian Francis.

There are efforts underway to improve the class scheduling process so that students can get courses they need in the time and way they need them. The Board would like to learn more about these changes in 2019.

1. Community College Survey of Student Engagement Key Findings

Dr. Southerland gave the Board a handout on the Community College Survey of Student Engagement (CCSSE) survey, discussed how the survey was administered, and reviewed the summary report for the survey. Please see the October 17, 2018 documents file for additional details.

Ms. April Sandoval will send a copy of the survey instrument to the Board as Mr. Patrick Hurley and other Board members were interested in reviewing that document.

Mr. Lloyd Hammonds was very happy to see that the College is using CCSSE and thinks the College can learn a great deal from the survey results. There is a lot of information in this survey that suggests that the College is right on target in providing education to students and that students are learning. Mr. Hammonds hoped that the College will utilize the survey results in the planning and budgeting processes to give attention to areas of improvement.

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

Business and Administrative Services – Ms. Jami Van Ess

1. First Quarter Budget Status Report

Ms. Van Ess reviewed the Budget Status Report. See the October 17, 2018 documents file for details.

2. Recruitment and Retention Goals (Strategic Enrollment Plan)

The College has been working on strategic enrollment planning (SEM) for several years. To facilitate the process of developing a SEM plan, several people at the College received training and a series of committees and sub committees were formed and began working. In April, Ms. Jami Van Ess shared some of the key performance indicators that were informing the committees in their work in developing action items to achieve goals. The committees and sub-committees have also been working on developing the goals presented in the Board packet.

Over the next few months, the College will form implementation teams to refine the objectives presented and attach specific tactics to the goals. This will form the basis for a strategic enrollment management plan that will be used to inform the strategic planning and budget processes.

Mr. Hurley asked a question about how these goals will statistically affect the College's enrollment. The SEM committees are hoping that efforts in these areas will move enrollment from flat to trending upward.

3. Annual Security Report (Clery Report) –Mr. Gregory Jay

Mr. Gregory Jay presented the Annual Security/Clery Report to the Board. For additional details on the report, please see the October 17, 2018 documents file. None of the incidents reported in the Clery report involved enrolled students.

4. Statewide Strategic Vision – Dr. Michael Merica

Dr. Michael Merica presented the Statewide Strategic Vision update for the past year. For additional details on the report, please see the October 17, 2018 documents file. Dr. Merica talked about the organization of his report, highlighted some of the report, and answered Board member questions on the report. For past year's information, Dr. Merica recommended viewing the full report in that was included in last year's agenda item.

President's Report - Dr. Colleen Smith

Dr. Colleen Smith highlighted a few of the items that happened at the College over the past couple of months. For additional details on the report, please see the October 17, 2018 documents file. Dr. Smith did let the Board know that she will not be attending the ACCT Leadership Congress in October. There are Board members attending who will be coming back and sharing what they learned at the conference.

ANNOUNCEMENTS AND FUTURE AGENDA ITEMS

The next District Governing Board meeting was proposed for November 28, 2018 but will have to be rescheduled as two Board members will be out of town. Ms. April Sandoval will check with the Board members and determine a new meeting date.

The next Foundation Board meeting will be November 13, 2018. The Board was invited to join the Foundation Board at 1 pm for a tour of the Simulation Lab. Ms. April Sandoval will send the Board a reminder for this event.

MEETING EVALUATION

The Board felt that the reports and participation at this meeting were really helpful.

ADJOURNMENT: Mr. Patrick Hurely made a motion to adjourn the meeting at 7:26 pm. The motion was seconded by Mr. Lloyd Hammonds and unanimously approved (Ms. Garcia, Mr. Hammonds, Mr. Hurley, 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