

**COCONINO COMMUNITY COLLEGE
DISTRICT GOVERNING BOARD**

SPECIAL MEETING

AUGUST 1-2, 2019



**COCONINO COMMUNITY COLLEGE
MINUTES OF A SPECIAL MEETING
OF THE
DISTRICT GOVERNING BOARD
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A Special Meeting of the Coconino Community College District Governing Board was held in the Board Room 3967 S. Box Canyon Trail, Flagstaff, AZ 86001. Dr. Nat White called the meeting to order on August 2, 2019, at 6:23 pm.

PRESENT: Patricia Garcia (August 2, 2019 only)
Patrick Hurley
Marie Peoples
Joseph R. Smith
Nat White

ABSENT: None

Also Present: Dr. Colleen Smith, CCC President; Dr. Narcisa Polonio, and Ms. April Sandoval.

Reports, summaries, background material, and other documents referred to in these minutes can be found in the August 1-2, 2019 documents file.

Follow Up

- Dr. Narcisa Polonio will work with Ms. Patricia Garcia to create an evaluation letter for the President to summarize the evaluation process for the year.
- Dr. Polonio will also create a brief summary report on the Board self-assessment.
- The Board would also like to modify the evaluation instrument for the President. The goal of the changes would be to simplify the instrument, eliminate duplication, change the rating scale back to a five-point scale, and separate the President's self-evaluation into a separate document.

INTRODUCTIONS

The Board Members introduced themselves, talked about how long they have been on the board, what drew them to the board, and their advice for the newest DGB member.

Overview and Purpose

The Board discussed the agenda for the retreat and the work that will be done including a board self-assessment, the President's evaluation, and helping the President with the work of preparing the College's next strategic plan.

The August 1, 2019, meeting adjourned at 7:30 pm.

The August 2, 2019 meeting was called to order at 8:56 am.

The meeting began by reviewing the agenda for the day.

The group reviewed the responsibilities of elected officials and the roles and responsibilities of board members. The topics of discussed included: how to handle common issues faced by elected officials; open meeting law; requests for interviews from the press; conflicts of interest; the College's accreditation; binding a future board based on decisions made today; and inquiries from the community, faculty, and staff. The group also discussed the roles and responsibilities of board members, the foundation for a great board, and good practices for boards.

Board Self-Assessment

The Board Members conducted the annual self-assessment of the Board.

President's Evaluation

EXECUTIVE SESSION

At 11:40 am a motion was made by Dr. Marie Peoples and seconded by Mr. Patrick Hurley to enter into Executive Session pursuant to A.R.S. § 38-431.03(A)(1) for discussion of the President's annual performance evaluation and compensation.

RECONVENED IN OPEN SESSION

Dr. Marie Peoples motioned to reconvene in open session, and Mr. Patrick Hurley seconded the motion. The meeting resumed in open session at 1:19 pm.

Dr. Marie Peoples made a motion that the Board increases the President's base salary by 4%. Mr. Patrick Hurley seconded the motion, and it was unanimously approved (Ms. Garcia, Mr. Hurley, Dr. Peoples, Mr. Smith, and Dr. White voting in favor.)

The Board also discussed making a one-time adjustment to the time period for the President's evaluation to allow additional time for the Board to complete the President's evaluation over the next year. The evaluation period will cover September 1, 2019, to August 31, 2020.

Dr. Marie Peoples made a motion that the Board changes the President's evaluation period to September 1, 2019, to August 31, 2020. Mr. Patrick Hurley seconded the motion, and it was unanimously approved (Ms. Garcia, Mr. Hurley, Dr. Peoples, Mr. Smith, and Dr. White voting in favor.)

Dr. Marie Peoples made a second motion related to the President's compensation and moved that the 4% salary increase be retroactive to July 1, 2019. Mr. Patrick Hurley seconded the motion, and it was unanimously approved (Ms. Garcia, Mr. Hurley, Dr. Peoples, Mr. Smith, and Dr. White voting in favor.)

Dr. Narcisa Polonio will work with Ms. Patricia Garcia to create an evaluation letter for the President to summarize the evaluation process for the year. Dr. Polonio will also create a brief summary report on the Board self-assessment.

The Board would also like to modify the evaluation instrument for the President. The goal of the changes would be to simplify the instrument, eliminate duplication, change the rating scale back

to a five-point scale, and separate the President's self-evaluation into a separate document. The Board would like to see this item on the September Work Session agenda.

Strategic Planning

The Board requested that every action item that comes before the board include information on the financial implications and any relevant history about that item, especially for those that relate to programs. The Board would also like to see how items fit in with the strategic plan.

The Board discussed strategic planning; the role a strategic plan takes in the accreditation process; the Board's role in developing and monitoring the implementation of the strategic plan; and connecting the College budget to the priorities outlined in the strategic plan. The College has completed the first step of the strategic planning process, which included a review of the mission, vision, core values, and purpose of the College.

The Board also discussed a different format for the next strategic plan and would like to see something that is less an operational plan and more a document that is aspirational and gives broad direction to the College.

The College has received feedback from the various groups the College serves, and that feedback was presented to the Board at a round table discussion in June. The proposed mission and vision document presented at the meeting were based on that feedback.

The Board discussed various versions and wordsmithing suggestions on the vision and mission and directed the President to take these suggestions and develop new drafts of these items to bring back to the Board for approval at the August meeting.

Dr. Colleen Smith reviewed several handouts related to the creation of the strategic plan. For additional details on these items, please see the August 1-2, 2019 documents file. Dr. Smith asked for feedback from the Board. She also mentioned that once these items are approved by the Board, they will be used by the College to build the new strategic plan.

The Board stressed the importance of taking a different approach with the next strategic plan. The College is not able to continue as it is and remain financially sustainable. The Board would like the next strategic plan to be transformative for the College and move the College towards becoming financially sustainable. The Board would also like to consider the idea of an override or ballot initiative for a permanent tax increase in 2022.

Dr. Marie Peoples left the meeting, but a quorum was maintained so the meeting could continue.

Goals for Next Year

The District Governing Board set the major goal for the next year as moving the College forward to a financially sustainable model. The Board reviewed its goals and priorities and requested the following changes for 2019-2020.

Board Goals

- Remove the item related to policy and procedure review and consider it an ongoing commitment.

- Change the item related to the College’s planning process to the College’s strategic plan.
- Move the goal related to financial sustainability to the number one spot.

The Board’s Priorities for the College

- The item related to funding opportunities and the long-term financial future of the College is the number one priority. The Board also gave direction that the President can reallocate resources to help accomplish this (i.e., hiring a grant writer).
- Keep the item related to workforce and economic development.
- Keep the item related to diversity and change the verbiage to focus on action and expansion of the diversity plan
- Continue the item related to direct connections with elected officials at the federal, state, county, and city levels and develop a legislative agenda.

As part of this discussion, the Board also gave direction that the President can attend any fundraising event they would like to but cannot make personal contributions for political candidates.

The Board asked that the following items be considered continuing commitments:

- Continue policy and procedure review
- Build community engagement with an emphasis on partnerships and volunteerism.
- Develop a community volunteer program.

Mr. Patrick Hurley made a motion to adjourn the meeting at 5:40 pm. The motion was seconded by Dr. Nat White and unanimously approved (Ms. Garcia, Mr. Hurley, Mr. Smith, and Mr. White voting in favor).

MINUTES PREPARED BY:

April Sandoval
Board Recorder

ATTEST:

APPROVED:

Marie Peoples
Board Vice Chair/Secretary

Patricia Garcia
Board Chair