

**COCONINO COMMUNITY COLLEGE
DISTRICT GOVERNING BOARD**

REGULAR MEETING

AUGUST 21, 2019



**COCONINO COMMUNITY COLLEGE
MINUTES OF A REGULAR MEETING
OF THE
DISTRICT GOVERNING BOARD
AUGUST 21, 2019**

A Regular Meeting of the Coconino Community College District Governing Board was held in the Board Room at the Lone Tree Campus in Room D9 at the Page Center, 475 S. Lake Powell Blvd., Page, AZ 86040 and by videoconference to 2800 S. Lone Tree Road, Flagstaff, Arizona 86005. Board Chair, Ms. Patricia Garcia, called the meeting to order at 1:35 pm.

PRESENT: Patricia Garcia
Patrick Hurley
Joseph R. Smith
Nat White

ABSENT: Marie Peoples

Also Present: Dr. Colleen Smith, CCC President; Mr. Michael Anderson, Dr. Kimberly Batty-Herbert, Mr. Brian Harris, Mr. Larry Hendricks, Mr. Jim Hunter, Ms. Anjeanette Lang, Ms. Kay Leum, Ms. Gail Lowe, Mr. Norm Lowe, Dr. Gonzalo Perez, Mr. Steve Peru, Mr. Anthony Rivera, Ms. Suzzanna Rodriguez, Ms. April Sandoval, Mr. Dietrich Sauer, Mr. Bobby Sedillo, Dr. Nate Southerland, Mr. Kurt Stull, Mr. Scott Talboom, Ms. Jami Van Ess, and Ms. Isabella Zagare.

Reports, summaries, background material, and other documents referred to in these minutes can be found in the August 21, 2019 documents file.

Follow Up
• None

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. Smith, and Dr. White voting in favor).

ADOPTION OF CONSENT AGENDA

Minutes of a Work Session – May 15, 2019
Minutes of a Public Hearing, Truth in Taxation – May 21, 2018
Minutes of a Public Hearing, Budget – May 21, 2018
Minutes of a Special Meeting, Budget – May 21, 2018
Minutes of a Regular Meeting – May 15, 2019
Minutes of a Round Table Meeting – June 17, 2019
Minutes of a Retreat – August 1-2, 2019
Separations/New Hires

Mr. Patrick Hurley moved to approve the Consent Agenda, and Mr. Joseph R. Smith seconded the motion. The motion was unanimously approved (Ms. Garcia, Mr. Hurley, Mr. Smith, and Dr. White voting in favor).

FOLLOW UP ITEMS

There were no follow up items.

INTRODUCTION OF GUESTS

Mr. Steve Peru and Mr. Larry Hendricks introduced guests Mr. Michael Anderson, Ms. Gail Lowe, and Mr. Norm Lowe.

CALL TO THE PUBLIC

Ms. Gail Lowe spoke to the Board about the Summer Learning Series. More than twenty volunteers gave a series of 24 one and a half hour presentations over four weeks in July, given at the CCC campuses and the Continental Country Club. Topics for the series included: Creativity and the Arts; Northern Arizona History; Native American Art and Culture; Myths and Facts of Our Night Sky; Civics and Our Constitution; and Petroglyphs, Pictographs, and People. There was very positive feedback on the series, and they are looking forward to a second series next summer.

ACTION ITEMS

Job Order Costing Contract – Ms. Jami Van Ess

This agenda item was withdrawn.

Distinguished Service Award – Mr. Steve Peru

Mr. Steve Peru presented the recommendation for the 2019 Distinguished Service Award, discussed the process for selecting an award recipient, and read the names of the individuals that had received the award previously.

Mr. Steve Peru recommended that the District Governing Board consider awarding the 2019 Distinguished Service Award be granted to Gail and Norm Lowe.

The District Governing Board was thrilled with this nomination. Mr. Patrick Hurley made a motion to award Ms. Gail Lowe and Mr. Norm Lowe the Distinguished Service Award for 2019. Dr. Nat White seconded the motion, and it was unanimously approved (Ms. Garcia, Mr. Hurley, Mr. Smith, and Dr. White voting in favor).

The Board expressed their appreciation for community members like the Lowes who support the college and exemplify support for the College both in words and action. Mr. Joseph R. Smith expressed Ms. Lowe's expertise and her work on the Foundation Board.

Dr. Colleen Smith thanked both Gail and Norm Lowe not only for their service to the College but for how their support affects our students.

Vision, Mission, Valuing People, and Guiding Principles – Dr. Colleen Smith

Dr. Colleen Smith presented this item and outlined the work that has been done to review the College's mission and vision both in the College and with the community. The action item being considered today is a culmination of this work and presented the Board with several ideas for the mission, vision, valuing people, and guiding principles. The suggestions presented for these items were:

Vision (three possible options)

- A. Shaping the future of Coconino County. Empowering individuals. Inspiring communities. Education with Purpose!

- B. To help shape the future of Coconino County by Empowering Individuals and Inspiring Communities through Quality Education and Innovation.

- C. Shaping the future of Coconino County. Education that works for you!

Mission

A college for all seasons of life, Coconino Community College is committed to providing accessible and affordable educational programs that prepare students for the future. Deeply engaged with the communities we serve, we promote student success through a welcoming and inclusive learning environment designed for innovative programming, career, and workforce development, university transfer education, and continued life-long learning opportunities.

Valuing People: Diversity Statement

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 work and learning environment. We are allies and advocates, navigating a respectful dialogue about our shared humanity.

Guiding Principles

Commit to:

- Students First
- Listen, Learn, and Collaborate
- Act and Respond with Integrity and Resilience
- Communicate with Honesty, Dignity, and Respect
- Demonstrate Exceptional Stewardship of Public Resources
- Continually Strive for Excellence as a Community of Learners
- Provide a Safe Environment that Reinforces Learning and Innovation

Dr. Nat White supported vision statement A and discussed the process the CCC Champions group used to develop this statement. The CCC Champions group is formed of close to fifty community members, and those individuals provided insightful input as well as including some of the feedback from the review process to craft a vision statement that resonates with community members.

Board members expressed support for statements A and B and were supportive of ruling out statement C. The Board discussed versions A and B and came to a consensus to support statement A.

Dr. Nat White made a motion to approve option A as the College's vision statement. Mr. Patrick Hurley seconded the motion, and it was unanimously approved (Ms. Garcia, Mr. Hurley, Mr. Smith, and Dr. White voting in favor).

The discussion focused on the mission and the Board expressed some concern about the statement "A college for all seasons of life" and discussed possible alternatives to this language. The Board expressed support for removing those words from the mission statement and starting with the "Coconino Community College is committed..."

Dr. Nat White made a motion to approve the mission statement with the suggested change. Mr. Patrick Hurley seconded the motion, and it was unanimously approved (Ms. Garcia, Mr. Hurley, Mr. Smith, and Dr. White voting in favor).

The statement presented under the heading of Valuing People: Diversity Statement is the College's Diversity Statement and was approved by the Board at the November 14, 2018 meeting.

The Board discussed the Guiding Principles and asked that the first statement be changed to "Put students first." The Board also asked that a statement be added to indicate that these principles guide the way the College works and learns together.

Mr. Patrick Hurley made a motion to approve the mission statement with the suggested changes. Mr. Joseph Smith seconded the motion, and it was unanimously approved (Ms. Garcia, Mr. Hurley, Mr. Smith, and Dr. White voting in favor).

Dr. Colleen Smith thanked the Board for their work in reviewing and approving these items. They will be used as part of the strategic planning process and will help the College move forward to achieve even more. Dr. Smith will send a letter to the College Community and CCC Champions with the approved items.

INFORMATION REPORTS

District Governing Board

The next Alliance meeting will be Friday, August 23, 2019

Dr. Nat White asked if Mr. Steve Peru could give the Foundation Board report. Mr. Peru discussed the planning process for the Annual Meeting and Mobile Cause, a new fundraising platform that will debut at the Annual Meeting.

With the retirement of Mr. Lloyd Hammonds, the Board no longer has a representative on the Arizona Association of Community College Trustees (AACCT). Ms. Patricia Garcia asked if Board Members would consider serving on this organization and to let Ms. Garcia or Dr. Colleen

Smith know if they were interested in serving. AACCT will be meeting in Prescott on September 6-8, 2019, and Ms. Garcia and Dr. Smith will be attending that meeting.

Academic and Student Affairs – Dr. Nate Southerland

Dr. Nate Southerland discussed the hiring process for the Dean of Student Affairs and mentioned that Mr. Tony Williams would be joining the College on October 1, 2019. Academic Affairs completed the orientation process for four new faculty members. Mr. Aaron Tabor was offered another position in Flagstaff so has resigned his full-time position but will continue to teach part-time. There are about fifteen new part-time faculty members joining the College this year, and the College has hired a new Extended Learning Coordinator who will be overseeing non-credit offerings.

Dr. Southerland talked about the recent reorganization of Student Affairs and how resources were reallocated to provide additional advising positions and dedicate staff members to recruitment and admissions. These changes included cancellation of the contract with Starfish as that service was underutilized.

The College will be hosting the statewide community college leadership conference in October.

Dr. Southerland will be giving presentations on lead faculty, guided pathways, work being done to refine the student behavior and conduct process, the College's recruitment plan, and career and technical education development at future meetings.

Business and Administrative Services – Ms. Jami Van Ess

Academic Year 2019 Enrollment Report

Ms. Jami Van Ess reviewed the Academic Year 2019 Enrollment report. For additional details on this report, please see the August 21, 2019 documents file.

Ms. Van Ess also presented a sample of the new admissions application the College has implemented. The new application went live on August 12, 2019. The application process is and is much easier to use and can be completed anywhere.

Fiscal Year 2019 End of Year Budget to Actual Comparison

Ms. Jami Van Ess reviewed the Fiscal Year 2019 End of Year Budget to Actual Comparison report. The report included information on both the general fund and all funds budgets. This report is a preliminary look at the results of the last fiscal year. The Auditors will present the final numbers in January 2020. Ms. Van Ess also discussed variances in different areas of the budget.

Ms. Van Ess presented a handout that detailed the status of the College's reserves. For additional details on this item, please see the August 21, 2019 documents file.

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

Budget Document for Fiscal Year 2020 – Ms. Jami Van Ess

Ms. Jami Van Ess reviewed the Budget Document for Fiscal Year 2020 and gave a high-level overview of the document. The Budget Document is a reference for the College, the Board members, and contains a lot of useful information about the College. For additional details on this item, please see the August 21, 2019 documents file.

Dr. Colleen Smith mentioned the many evenings and weekend hours that were put in to complete the budget document and the work done to reallocate the budget to allow for the reorganization in Student Affairs. These efforts resulted in additional resources being devoted to areas the Board has expressed support for such as recruitment. Dr. Smith thanked Dr. Southerland's team for the ideas for the reorganization and Ms. Van Ess' team for implementing those ideas.

Government Affairs and Fundraising – Mr. Steve Peru

Mr. Steve Peru began his report by mentioning the joint District Governing Board and Foundation Board meeting on September 18, 2019.

The College will be using the fall months to put together a legislative agenda in preparation for the legislative session opening in January. Mr. Peru will be working with College leadership and the Board on this initiative.

Congressman Tom O'Halleran was in Page last week to talk about a bill he has introduced at the congressional level to mitigate the impact of the tax revenues lost because of the closure of the Navajo Generating Station.

President's Report - Dr. Colleen Smith

Dr. Colleen Smith encouraged everyone to review the President's report as it includes three months of activities at the College.

Dr. Smith reviewed the draft District Governing Board Goals and Priorities/President and Administration Goals. These items will be presented for approval at the September 18, 2019 meeting. Please send any feedback on these items to Dr. Smith.

Dr. Smith then presented the Board with suggested changes for the District Governing Board action and information item form and agendas. These changes were made to respond to the Board's feedback at their recent retreat. As we implement these changes, please let Dr. Smith know if the revisions are working well or if there are any additional changes Board members would like to see.

ANNOUNCEMENTS AND FUTURE AGENDA ITEMS

The next District Governing Board meeting will be September 18, 2019, and will be a Joint Meeting with the Foundation Board. Please remember that the October 8, 2019 meeting was moved to accommodate attendance at the ACCT conference.

The next Foundation Board meeting will be September 18, 2019.

ADJOURNMENT: Mr. Patrick Hurley made a motion to adjourn the meeting at 3:12 pm. The motion was seconded by Mr. Joseph Smith and unanimously approved.

MINUTES PREPARED BY:

Ms. April Sandoval
Board Recorder

Ms. Patricia Garcia
Board Chair