

**COCONINO COMMUNITY COLLEGE
DISTRICT GOVERNING BOARD**

RETREAT

JUNE 10-11, 2021



**COCONINO COMMUNITY COLLEGE
MINUTES OF A RETREAT
OF THE
DISTRICT GOVERNING BOARD
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A Retreat of the Coconino Community College District Governing Board was held at 4815 Medina Way, Flagstaff, Arizona 86004. Board Chair Dr. Nat White called the meeting to order on June 10, 2021, at 6:10 pm.

PRESENT: Patricia Garcia
Marie Peoples
Joseph R. Smith
Nat White

ABSENT: Patrick Hurley

Also Present: Dr. Colleen Smith, Dr. Rufus Glasper, and Ms. April Sandoval.

Reports, summaries, background material, and other documents referred to in these minutes can be found in the June 10-11, 2021 documents file.

Follow Up

- The Board would like a copy of the calendar for the cycle for the accreditation process and when they can expect certain steps in the process.
- Mr. Eikenberry would like the opportunity to talk to Dr. Smith about some of the CEU opportunities and funding that might be available to assist with those classes.

INTRODUCTION AND EXPECTATIONS FOR BOARD MEMBERS

Dr. Nat White opened the meeting and turned it over to the facilitator, Dr. Rufus Glasper. Dr. Glasper talked about some of the challenges of community colleges, both for CCC and for colleges around the country. Dr. Glasper hopes to find potential outcomes that will allow the College to move forward and work collectively with other colleges in the state. Dr. Glasper is hopeful that he will help the Board work through some of the perceptions of community colleges and look beyond the framework of a two-year college. Dr. Glasper also talked about his individual conversations with the board members and the importance of having the board members on the same page as the President and the community.

Dr. Glasper then reviewed a PowerPoint presentation that talked about the roles and responsibilities of board members. During the presentation, Dr. Glasper gave the board ideas for ways to address some of the concerns board members expressed during his meetings with them.

The Board discussed the challenge of increasing annual tuition costs and outreach to the community for additional support and messaging this information to the public. Dr. Glasper suggested collecting three to five data points to develop a message, and the group discussed different ways of incorporating this information.

DIVERSITY AND INCLUSION DISCUSSION

The Board began discussing diversity and inclusion by reviewing the diversity and land acknowledgment statements. As an observation question, Dr. Glasper asked if the diversity statement was still relevant considering recent events. The Board also discussed the recent approval of the land acknowledgment statement. The discussion moved on to the recruitment of diverse faculty and staff and diverse student populations. The Board also talked about big ideas like addressing diversity, inequity, housing issues, offering the programs that make students want to come to school, and ways higher education could address some of these issues. Some of the ideas discussed included:

- We recognize diversity, but to what end?
- What is the reasonable or wild goal that the board would like to see by discussing diversity?
- What would indicate that CCC is a community college that embraces all students?

The Board is unsure what the next steps need to be and if there is enough broad support in the College to continue these efforts. There is also concern that these efforts are happening because there is a lot of societal pressure, not because there is a broad commitment across the College.

There being no further business for the evening, the meeting was adjourned at 8:03 pm. The meeting was called order at 8:49 am on June 11, 2021.

PRESIDENT'S EVALUATION AND POSSIBLE ACTION RELATED TO THE PRESIDENT'S COMPENSATION AND CONTRACT TERMS

EXECUTIVE SESSION At 8:49 am a motion was made by Mr. Joseph Smith and seconded by Ms. Patricia Garcia to enter into Executive Session pursuant to A.R.S. § 38-431.03(A)(1) for discussion of the President's evaluation the President's compensation and contract terms. The motion was seconded by Ms. Patricia Garcia and unanimously approved (Mr. Eikenberry, Ms. Garcia, Mr. Smith, and Dr. White voting in favor).

RECONVENED IN OPEN SESSION at 10:10 am.

Mr. Joseph Smith motioned to reconvene in open session, and Ms. Patricia Garcia seconded the motion. The motion was unanimously approved (Mr. Eikenberry, Ms. Garcia, Mr. Smith, and Dr. White voting in favor). The meeting resumed in open session at 10:10 am.

The Board discussed various options for modifications to the President's contract, including compensation adjustments. During the discussion, Dr. Colleen Smith asked the Board not to modify her salary, housing allowance, or transportation allowance. The Board felt that it was appropriate to increase these items because there had not been a salary adjustment last year and the housing and transportation items had not been increased since Dr. Smith joined the College in 2016. The Board also felt it was important to provide a competitive compensation package consistent with other Presidents in the state.

Ms. Patricia Garcia made a motion, which was seconded by Mr. Eric Eikenberry, that on July 1, 2021:

- Increase the President's compensation by 2.5%
- Add a year to the President's Contract to make it a total of five years
- Authorize the Board Chair to sign an addendum that would:
 - Modify the President's Contract to increase her transportation allowance by 10%
 - Modify the President's Contract to increase her housing allowance by a minimum of 10% or equivalent to the increase in the market cost of hosing over the last five years but not to exceed 25%

The motion was unanimously approved (Mr. Eikenberry, Ms. Garcia, Mr. Smith, and Dr. White voting in favor). Dr. Smith also has a goal of taking more vacation time over the next year.

DISTRICT GOVERNING BOARD SELF ASSESSMENT

Dr. Rufus Glasper talked about his overall impression of the board self-assessment. Every board member sees student success as their whole purpose as being on the Board, and each Board Member brings their own diverse life experience to the Board.

The Board reviewed the Board Self-Assessment and the results of that process. In the future, the Board would like to see the individual scores of Board Members. The Board also discussed ideas for showing our students that they are welcome and represented at the College, including broader representation at commencement.

FINANCIAL LONG-TERM PLANNING

The Board reviewed the history of the College and efforts towards increasing College funding through various bonds and overrides. The Board also discussed other possible funding sources, the significant financial stress the College faces in serving the community, and ways to get the word out about the College to help the community want to support the College.

As a part of this discussion, the board talked about initial ideas for board priorities for the following year. Those included:

- The board focus on financial stability and viability of the College with or without the passage of any primary or secondary property tax increase
- Providing programs our students need
- Focusing on what the community needs
- Pushing forward on diversity – having faculty and staff reflect the community and students feel safe and welcome on campus
- Post COVID-19 plans
- HLC

HLC ACCREDITATION VISIT

The Board talked about the responsibility the Board has in the HLC reaccreditation process. The Board needs to understand and be familiar with the criterion for accreditation and the idea that the College doesn't do things just because HLC asks us to; the College does them because they are best for the students and best for the College.

The Board has the first two parts of the assurance argument to review and will be sent the additional pieces as they are completed. The Board will meet with the HLC team during their October visit. It will be helpful for the Board to understand enough to help model that HLC is important, understand that HLC is there to help the College be the best it can be, and be honest in its report.

Dr. Smith reviewed the College's steps so far to prepare for the accreditation process, some of the steps that Executive Council will take at their upcoming retreat, and what the College will do over the Summer and into the Fall to prepare for the visit. Dr. Glasper encouraged the Board to start thinking about ways the College is moving toward financial sustainability and projects like the P3 housing project in Page.

The Board would like a copy of the calendar for the cycle for the accreditation process and when they can expect certain steps in the process.

Mr. Eikenberry would like the opportunity to talk to Dr. Smith about some of the CEU opportunities and funding that might be available to assist with those classes.

DISTRICT GOVERNING BOARD GOALS, COLLEGE PRIORITIES, AND PRESIDENT/ADMINISTRATION GOALS

The Board discussed the possibility of pursuing a voter initiative for increasing the College’s primary property tax rate. Some of the Board is supportive of pursuing this opportunity. At the same time, other board members feel that since we have pursued voter initiatives four times and been turned down, we should listen to the voters and respect the fact they are not supportive of providing additional support.

The vote on the primary property tax initiative must happen in May because of how the legislation allowing that option was written. In addition, the way the legislation is written, the voter initiative must be completed no later than 35 years after the College's first primary property tax initiative. The Board discussed various ways to support an override or primary property tax initiative.

The Board established three priorities for 2021-2022 and suggested the language in parenthesis for inclusion in the President/Administration Goals:

- Priority 1 - Financial oversight and financial sustainability – to address the challenge of limited financial resources.
- Priority 2 – Be responsive to student and community needs (Include something about post-COVID response)
- Priority 3 – Advance the College's diversity, equity, inclusion, and accessibility initiatives in measurable ways (treated equitably, having faculty and staff reflect the community and students feel safe and welcome on campus)

The Board discussed helping the President turn some of her duties over to other staff so that she can be the face of the College and reviewed the organizational chart.

There being no further business, the meeting was adjourned at 3:03 pm.

MINUTES PREPARED BY:

Ms. April Sandoval
Board Recorder

ATTEST and APPROVED:

Mr. Joseph R. Smith
Vice Chair/Secretary of the Board

Dr. Nat White
Board Chair