

**COCONINO COMMUNITY COLLEGE
DISTRICT GOVERNING BOARD**

WORK SESSION

APRIL 12, 2023



**COCONINO COMMUNITY COLLEGE
MINUTES OF A WORK SESSION
OF THE
DISTRICT GOVERNING BOARD
APRIL 12, 2023**

A Work Session of the Coconino Community College District Governing Board was held via interactive videoconferencing (Zoom) and in person in the Board Room on the Lone Tree campus. Board Chair, Dr. Nat White, called the meeting to order at 4:11 pm.

PRESENT: Eric Eikenberry (Via Zoom)
Patricia Garcia
Patrick Hurley
Joseph R. Smith
Nat White

ABSENT: None

Also Present: Dr. Eric Heiser, Dr. Jami Van Ess, Ms. Kirsten Mead, Mr. March Maciha, Ms. Julie Baumgartner, Mr. Keith Becker, Ms. Louise Kisinger, Dr. David Borofsky, Ms. Kay Leum, Ms. Dianna Sanchez, Mr. Kurt Stull, Dr. Adriana Flores-Church, Mr. Brian Wilson, Mr. Doug Friedman, Ms. Randi Axler, Ms. Colleen Carscallen, Mr. Ryan Norton, Ms. Jennifer Jameson, Mr. Bob Voytek, Mr. Robert Miller, and Ms. Katherine Costa.

Reports, summaries, background material, and other documents referred to in these minutes can be found in the April 12, 2023 documents file.

Follow Up

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1. FOLLOW UP ITEMS

Dr. Nat White reviewed the follow-up items with the Board.

Chair Nat White asked the Board if they had any questions or comments about the follow up items that Dr. Eric Heiser responded to via email. There were no questions or comments.

2. DISCUSSION/INFORMATION ITEMS

A. Regular Process of Policy Review –Communication Policies - Dr. Nat White

Chair Nat White reviewed the following policies as they pertain to the Board’s communication policies. Documents can be found in the April 12, 2023 documents file.

i. 22-00 Roles and Responsibilities

This policy relates to employing, evaluating and supporting the College President.

ii. 31-01 Agenda Building

This policy relates to agenda requests and states that agenda requests should be delivered to the Board Chair or the College President.

iii. 37-00 Media

This policy dictates that the Board Chair, College President and Public Information Officer are the official spokespersons for the College.

iv. 38-00 Inquiries to Board Members

This policy instructs Board members to refer inquiries from community members, employees, and students to the College President. Mr. Joseph Smith read the policy to the board.

Chair White stated that the Open Meeting Laws need to be taken into consideration with meeting with the President. Additionally, Chair White suggested:

- Board members should stay away from micromanagement of the President
- Avoid inappropriate topics, such as employees
- Mr. Patrick Hurley indicated that he had shared ideas with past Presidents but has not told them to “get this done.” The conversations have been more of an idea shared, not a demand. The Board agrees that it is ok to discuss ideas with the President.
- Chair White indicated that other community colleges in the state have policies for Board communication. As Dr. Heiser is a new President, this is a time when the Board can think about what would make the President comfortable working with the Board. Additionally, the Board will not always be filled with seasoned Trustees, and this gives the Board the opportunity to create policies to facilitate smooth transitions
- Ms. Patricia Garcia spoke of being an elected official and that if a constituent brings an issue to her, it must be brought to the President. This is true, but what a Trustee may not do is demand the President take action without it being brought to the Board as a whole.
- Mr. Eric Eikenberry stated that it is inappropriate for the Board to discuss issues outside of a public meeting. Communicating concerns and speaking with the President will then be shared with the Board Chair and communicated to the Board at public meeting.
- The President should keep the Board informed of unusual matters that may reach the news and warrant an alert
- Chair White pointed out that Policy 29-00 Administrative Support directs the President to appoint an assistant to the Board, generally the Assistant to the President, who is available to do things for the Board that don’t need to go through the President (communications, scheduling, travel, minutes, documents, etc.). The assistant will not be privy to items that are for the President’s ears only. Items that are of a non-sensitive nature and can be sent through the Assistant to the President.
 - Mr. Eikenberry and Mr. Patrick Hurley do not want a policy so restrictive that Trustees cannot communicate with the Assistant to the President and should not handicap communication
 - Policies should be specific to the President, not the Office of the President
- Trustees should inform the Board Chair of concerns, professional trips, and vacations.
- Should the policies be the same for the Presidential Designee as they are for the President?
- Mr. Hurley would like the President to communicate regularly with the Board about things happening in the College and the community it serves, county-wide. Mr. Hurley would like to know from the President, not the community, in case of an issue of concern.
- Mr. Hurley would like the policy to reflect how the Board should communicate with College employees and the community
- Chair White indicated that the policies are not punitive

B. Board Retreat Planning – Dr. Nat White

Chair White created a template for the Board Retreat in June and asked the Board to review it. Mr. Patrick Hurley commented that Board Retreats do not leave enough room to finish the meeting on a third half day. Mr. Hurley would like the Board Retreat to have an overflow time planned into the retreat in case the Board needs additional time. Proposed agenda items include:

- Successes and challenges of the last year
- Hopes and themes for the coming year
- Board self-evaluation
- President’s first five months review
- College goals and priorities
- Board goals and priorities
- President and administrative goals and priorities

Potential agenda items:

- Mr. Eric Eikenberry would like to discuss how the College can become the center of Coconino County
- Discuss successes and challenges of the past year
- Mr. Hurley would like to discuss programming for the community that was promised with the tax reset

C. June Special Board Meeting for Budget Hearing and Adoption – Dr. Jami Van Ess

Dr. Jami Van Ess presented two dates for the Special Board Meeting for Budget Hearing and Adoption (June 12th or June 13th, 2023). The Board discussed the dates and times and selected June 12, 2023, at 4:00 pm.

D. Association of Community College Trustees (ACCT) National Congress Topic Discussion – Dr. Eric Heiser

Dr. Eric Heiser presented a potential topic to present at the ACCT National Congress in October 2023:

- CCC2NAU Universal Admissions – CCC is the pilot school for this project, and by the time the presentation is due, the College will know how it will work. It is a unique program for a university to turn away students and send them to community college instead. These students did not meet admission requirements for the university and will benefit greatly by being admitted to the College.

Chair White asked the Board for comments and explained that the College makes the presentation with a Board member in attendance (the Board does not present the topic).

- Mr. Patrick Hurley would like someone from NAU to present with the College as it will have more impact on the attendees
- The College will have initial information about the program in time for the presentation
- Proposal submissions are due to ACCT on May 15, 2023

The Board reached consensus for Dr. Heiser to move forward with the proposed presentation.

E. Higher Learning Commission (HLC) Update – Dr. Kelly Trainor

Dr. Kelly Trainor updated the Board on the status of the HLC processes. Additional information can be found in the April 12, 2023 documents file.

Highlights of the presentation included:

- The College is following best practices established by HLC
- There is robust faculty engagement; faculty are doing the work
- Faculty committees are highly effective and productive, with a focus on what is best for the students and the College
- Issues include siloed information, using 20th century processes, workflows, and technology in a 21st century world
- The College has knowledgeable and collaborative leadership
- Faculty are participating in outstanding workshops in assessment
- Things to work on include processes collecting, managing, analyzing, and reporting data
- Working on developing action plans based on analysis and implementing changes
- The monitoring interim report is due April 2024; it is not a formal presentation
- HLC wants general education outcomes aligned with the institutional learning outcomes and the process to be simplified

Discussion from the Board included:

- The institutional learning objectives are an ongoing process and have been adjusted to keep in line with the HLC requirements
- Assessment is done in all of the College's classes all of the time; HLC wants to see that the College is focusing our efforts on the institution as a whole
- Staffing and IT needs are being addressed
- Practices, such as consistent workflows, are in place to ensure the College will not have issues with assessment
- There is a single repository for faculty credentials
- Dr. Trainor is making sure that when the College has its next HLC assessment, processes are in place and will be able to be used for years

The Board thanked Dr. Trainor and his team for his hard work with the HLC assessment process.

FOLLOW UP:

- Communication Policy Updates
- Reserve location for Board Retreat June 8 dinner, all day June 9, and the morning of June 10
- June Board meeting date: June 12, 2023, at 4:00 pm
- Invite NAU President Cruz Rivera to present with the College at ACCT in October 2023

ADJOURNMENT: The Work Session Adjourned at 5:34 pm.

MINUTES PREPARED BY:

Ms. Kirsten Mead
Board Recorder

ATTEST and APPROVED:

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

Dr. Nat White
Board Chair